

Minutes  
Clifton Town Council Meeting  
Tuesday, January 8, 2002  
Clifton Town Hall

Present: Mayor Jim Chesley, Mac Arnold, Margo Buckley, Laura Harrington (8 P.M.), Bill Hollaway, Wayne Nickum, Town Attorney Rod Williams; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Motion made to approve minutes from December 4, 2001, Town Council meeting. Approved unanimously: Chesley, Arnold, Buckley, Hollaway, Nickum.
2. Treasurer's Report: Marilyn Barton. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Hollaway, Nickum.
3. Planning Commission: Bill Hollaway
  - a. 12653 School Street lot septic field: plan approved by county.
  - b. Lot 2, Frog Hill: realignment of driveway, to make it separate from original Franca driveway. Approved unanimously: Chesley, Arnold, Buckley, Hollaway, Nickum.
  - c. Modifications discussed regarding original Frog Hill subdivision plan
  - d. Town sewage system issue concerning the increasing capacity of tanks. Three areas proposed with one tucked into the woods and out of sight, with \$60,000 budgeted for landscaping. Aim is the rehabilitation of existing system and Bill recommends we move forward in this direction with same pump and haul system. Before county use permit is approved by the town, it is recommended that a public meeting be held. In the meantime, the county wants to know if we are serious before they initiate design plan. Motion made to recommend that county proceed to first step of design. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
  - e. Tom Peterson use permit submitted after concrete was poured in August, 2001. Planning Commission requested that Peterson submit a C-bay plan of development. To date, this has not been submitted. A letter will be sent to remind him that this is due.
4. ARB: Laura Harrington
  - a. Tom Burdette fence design approved
  - b. Jim Swing's addition to home on Newman Road approved
  - c. Letter needs to be sent to Apollo Group concerning sign, with copy to Petersons; sign is in violation of Section 9-24 of Town Ordinance
5. Signing of HUD contract: one page escrow agreement presently being drafted by Rod Williams. Motion made to approve the signing of contract once escrow agreement is received. Yays: Chesley, Arnold, Harrington, Hollaway, Nickum. Abstain: Buckley. Motion passes.
6. Clifton's 100th Anniversary Celebration update: Lynne Garvey Hodge. Town and CBA to provide equal funding amounts. Motion made for town to provide \$2000 toward event expenses. Approved unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
7. Speeding problems on Yates Ford and Henderson Roads were discussed. Concerns relating to this and other locations should be relayed to Jimmy so he can inform VDOT. Traffic and speed counts will be conducted.
8. Discussion of enforcement of B&B ordinance (Section 9-24), pertaining to an event held at a B&B and for which there is a charge. Letter of complaint sent to members of the Council by Margo Buckley. Lynne Garvey Hodge responded with a letter she wrote and read aloud to Town Council. She also offered

to send a check to the town for the amount of money she collected for the event. Motion made to reject check. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

9. Farmer's Market: Deb Dillard. Deb would like to take out an ad in the NOVEC magazine to advertise Clifton's market.

10. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

Present \* All except  
Harrington → arrived at 8 P.M. Feb. 8, 2002

① Minutes - approved from 12/4/01

② Treasurer's } 12 yr. treas. report compared to budget /  
Report } (6 months)  
Statement of cash balances

Approved unanimously

③ Planning Comm. } B. Holloway

a) Capts septic field (new lot)  
one plan has been approved by county -

finished } Chip reported back to

b) Realignment of driveway for:

Lot 2: Frog Hill

(to make driveway separate from old  
trace driveway); Steep slope issue

Approved unanimously

c) Frog Hill subdivision  
modifications to original plan

d) Septic system issue: pipe system  
Septic (gravity-fed, high to low)

\* Lack of increasing capacity of tanks;  
3 areas proposed, one tucked into the  
woods & out of sight; \$60,000 budgeted for landscaping 1

25 and 40% ratio of what? (2)

Rehabilitation of existing system is aim; ask ~~Mac~~ School for their input as well -

Landscaping for Richard's property is being addressed as well

Bill recommends to move forward w/ rehabilitation in same area w/ same system: pump & haul

\* Copies of documentation → Mac Arnold requested & Bill delivered big, better drawings to everyone

Use permit submitted by County for this plan → Public Mtg.? Should come before approval of use permit

County does want to know if we are serious before they initiate design (30%) → 1st Stage

\* Motion to recommend County proceed to 1st step of design  
↓  
Unanimous

Sewer Committee  
- Margo  
- Lev  
- ?  
- Mac

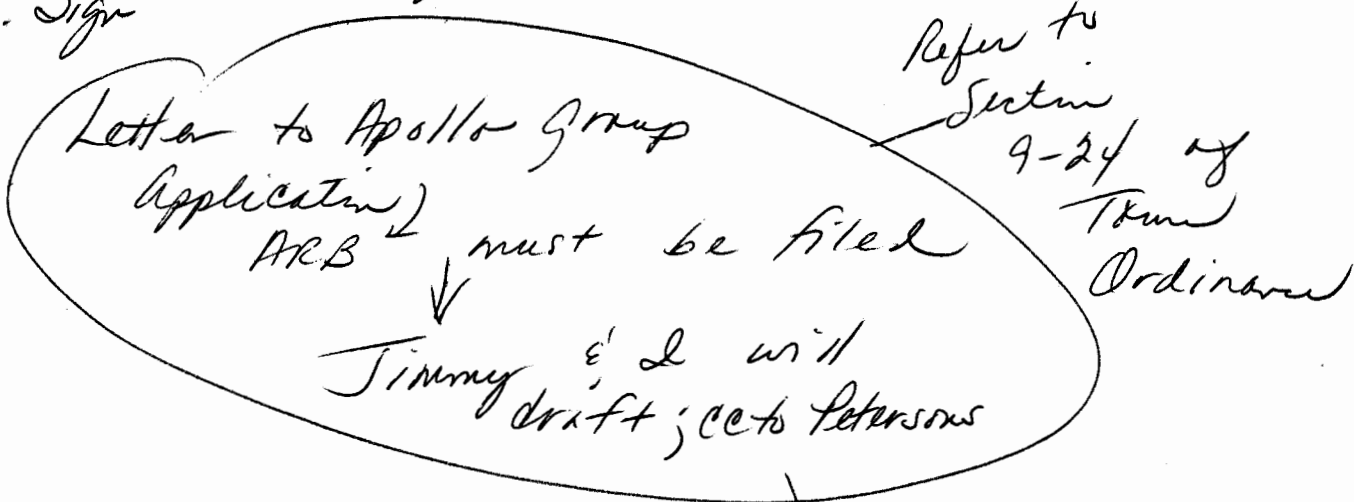
(3)

Peterson

(2) 8/24/01 use permit - submitted  
after concrete poured -  
Planning com requested  
C-pay plan of developments was to be  
submitted; letter sent to remind them

(4) ARB: G. Harrington

- a. approved fencing: Tom Burdette
- b. addition to J. Swing's home on Newman
- c. Sign



(5) ~~North Annis.~~

(\*) address fee to be paid

Mr. Lloyd

5 Signing of HUD Contract

Escrow agreement is presently being drafted - led Williams

Motion to approve ~~HUD~~  
Subj: to escrow

provide for mayor to sign - once escrow agreement has been signed

~~Unanimous~~  
abstain: Margo

Margo to be

6 100th anniversary mtg. G.G. Hodge

Funding \$2000 } CBA } Took } Equal payments

Motion: town provide / absorb \$2000 -  $\neq$  town

Unanimous

will not be signatory on any contract having to do w/ event

Unanimous



(7.) Jay D'Arcy Transportation  
resident of:

Yates Ford & Henderson Rd

VDOT

Dec 20th  
meeting

Speeding → problems increasing

March: some proposals  
to address safety issues -

+ traffic counts  
+ speed counts

\* (8) relay any concerns to Jimmy so he can  
tell VDOT

\* (8) Enforcement of ordinance → BE/B issue

Tea → Bill -

Commercial establishment

Provision in ordinance:

Section: 9-24- } notification to owner

Letter to Town Council

⑨ Letter: Canary Cottage  
re: tax /

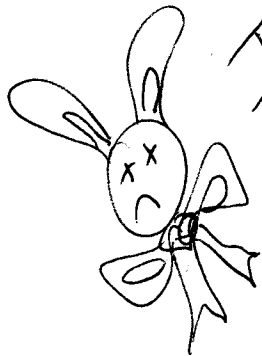
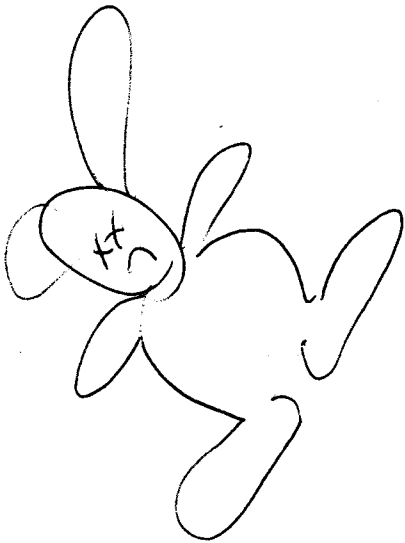
⊛  
Written  
letter  
of  
complaint

Motion to not to accept  
~~the~~ check from Canary Cottage

Re-  
command (10) Farmer's MKT > Deb Dillard  
NEVER mag. > ad would be beneficial

Ad run

Their  
Eyes were  
watching  
god...



I was  
late, late, a  
very important date!

Signed:  
Annella Wallace  
Gross Clark  
of  
Olyton,  
CA  
20124



January 8, 2002, 7:30 P.M.  
CLIFTON TOWN MEETING HALL, 12641 CHAPEL ROAD

CLIFTON TOWN COUNCIL MEETING

AGENDA

- |   |            |
|---|------------|
| ✓ 1. Treasurer's Report                         | Chesley    |
| ✓ 2. Planning Commission                        | Arnold     |
| a. Applications                                 | Buckley    |
| ✓ 3. ARB  | Harrington |
| a. applications                                 | Hollaway   |
| 4. BZA - no report                              | Nickum     |
| 5. Other  | Jarrendt   |
| a. transportation discussion                    | Effros     |
| b. signing of HUD contract                      | Barton     |
| c. 10th anniv. celebration: 7/4/02 (L.G. Hodge) | Wallace    |
|   | Williams   |

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 703-830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

Posted: Post Office and Clifton General Store

\* Re-issue use permit for RGH

---

\* Letter to Apollo group, cc to Peterson

**January 8, 2002, 7:30 P.M.  
CLIFTON TOWN MEETING HALL, 12641 CHAPEL ROAD**

**CLIFTON TOWN COUNCIL MEETING**

**AGENDA**

- |                                     |                   |
|-------------------------------------|-------------------|
| <b>1. Treasurer's Report</b>        | <b>Chesley</b>    |
| <b>2. Planning Commission</b>       | <b>Arnold</b>     |
| <b>a. Applications</b>              | <b>Buckley</b>    |
| <b>3. ARB</b>                       | <b>Harrington</b> |
| <b>a. applications</b>              | <b>Hollaway</b>   |
| <b>4. BZA</b>                       | <b>Nickum</b>     |
| <b>5. Other</b>                     | <b>Jarrendt</b>   |
| <b>a. transportation discussion</b> | <b>Effros</b>     |
| <b>b. signing of HUD contract</b>   | <b>Barton</b>     |
|                                     | <b>Wallace</b>    |
|                                     | <b>Williams</b>   |

**If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 703-830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.**

**Posted: Post Office and Clifton General Store**

December 10, 2001

James Chesley Mayor  
Town of Clifton  
P.O. Box 309  
Clifton, Virginia 20124-0309

Dear Jim,

This is a follow up to the message I left with you last week regarding the business operating next door to me as a Bed and Breakfast. The Mother-Daughter Holiday Tea which Lynn Garvey Hodge, the proprietor of The Canary Cottage, proposes to hold on Saturday December 22, 2001 would be in violation of the use permit because food services would be provided to business invitees who are not overnight lodgers (Section 9-19.K.5 of the Town Code).

Having not heard from you I contacted Rod Baber, the Town Attorney, who clarified the ordinances for me regarding the operation of Bed and Breakfasts. Rod directed me to Section 9-19.K.6 and Section 9-17 which state that Bed and Breakfast operations are limited to no more than ten clients at any time, if those clients are related to each other, and to groups of not more than four persons who are not necessarily related by blood or marriage. I am concerned because the enclosed flyer publicizing the event has reportedly gone out to a large number of people and was posted in the Clifton Store.

My concern is not only the violation of the ordinances here, but the precedent it will set if the Town does not take action. I am asking you to exercise your authority as Mayor and stop this event. I also request that you put this matter on the agenda for the January 2002 meeting.

Sincerely,



Marguerite Buckley  
Council Member

cc:

Bill Hollaway

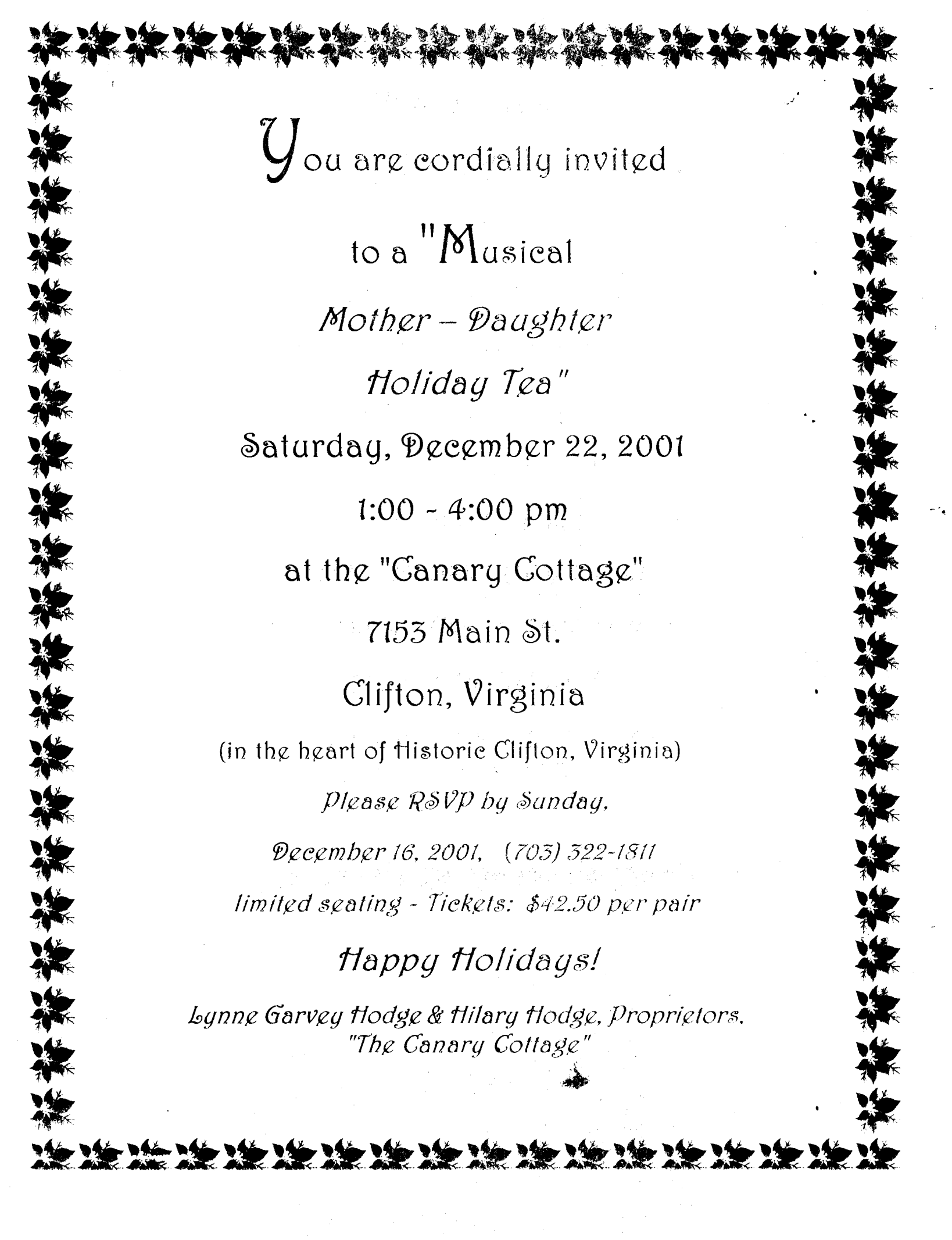
Mac Arnold

Wayne Nickum

Laura Harrington

Rod Baber

Pam Wallace ✓



You are cordially invited

to a "Musical

*Mother - Daughter*

*Holiday Tea"*

Saturday, December 22, 2001

1:00 - 4:00 pm

at the "Canary Cottage"

7153 Main St.

Clifton, Virginia

(in the heart of Historic Clifton, Virginia)

*Please RSVP by Sunday,*

*December 16, 2001, (703) 522-1811*

*limited seating - Tickets: \$42.50 per pair*

*Happy Holidays!*

*Lynne Garvey Hodge & Hilary Hodge, Proprietors.*  
*"The Canary Cottage"*



## The Canary Cottage

Lynne Garvey Hodge, Proprietor

7153 Main St., PO Box 110; Clifton, VA 20124

(703) 322-1811; [fax] (703) 322-1856

BandB@canarycottage.com; www.canarycottage.com

The Town of Clifton – Town Council, Clifton, Virginia 20124

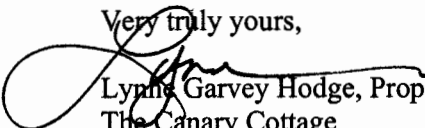
January 8, 2002

Dear Town of Clifton Council Members,

It has been a year since I first came to the Town of Clifton requesting a business permit to open a Bed & Breakfast in my home. Since that was a selling feature of my home and the possibility of a dream realized, I have taken great pains & expense to realize my dream. The granting of a permit on October 2, 2001 felt like a wonderful vision had come true. Since then, it has come to my attention that a letter of concern has been distributed to all of you in regards to my hosting a "Mother/Daughter Holiday Tea" on December, 22, 2001—unfortunately I was not included on this letter's mailing list. The nature of the concern was the issue of charging for the event and the fact that such a practice was beyond the scope of the Canary Cottage business permit. Please note that I had discussed this with my attorney and the Fairfax County Department of Health ahead of time and it was indicated to me that since it was intended to be a promotional event and not a frequent practice, that they saw no harm in it. Quite clearly at least one of you did so. Please also note that I did not post invitations around the Town of Clifton—rather a copy of an information only invitation was posted in the General Store by a Clifton resident who was trying to also promote my B&B business. We believed it seemed a fair idea to invite Clifton residents. As I indicated in an email to Bill Hollaway dated December 7, 2001, I hereby attach a check to the Town of Clifton for funds collected to that date for the tea. Please also note that I have no wish to take advantage of the generosity afforded to me by the Town of Clifton in granting my Bed & Breakfast permit. Since there is clearly a concern that my "tea" was of that nature, please also note I changed my plans and held the tea without "charging for goods & services".

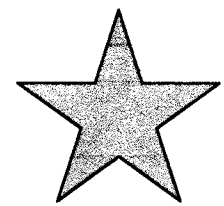
Having experienced twice in 2001 a Council member(s) concern over a project or event that had clearly been intended to create good will and unity among this very special village, and having encountered a reaction that did not include an initial discussion with me, I hereby propose that a formal amendment be added to the by-laws of The Town of Clifton: "that in any situation, unless the safety or physical well-being of an individual is involved or the act is of a criminal nature, that it be incumbent upon any Town Council member to take the concern to the individual directly and initially." I have been greatly impressed with the commitment, the creativity and energy of the volunteers among all of our citizens. To engage in behavior (secret letters, phone calls, emails, etc.) that is non-inclusive not only dilutes this volunteerism, it discourages it. I would be happy to volunteer to serve on a task force to implement such language changes & to seek to include other issues/additions that might be appropriate. I respectfully ask that this letter be included in the Town of Clifton Minutes for the meeting held on January 8, 2002. I look forward to continuing to be an active, committed volunteer in the Town of Clifton in 2002 and beyond. This town is well-respected, admired and enjoyed by not only its citizens, but its plentiful visitors as well. It has been an honor and a privilege to live here, do business here, make friends here and enjoy my life here. Thank you for your support and understanding.

Very truly yours,

  
Lynne Garvey Hodge, Proprietor  
The Canary Cottage

Clifton's 100<sup>th</sup> Celebration - "Budget-at-a-Glance" (proposed draft after 10/30/01mtg. discussions)  
 July 4<sup>th</sup> Weekend - 2002

Proposed Budget:

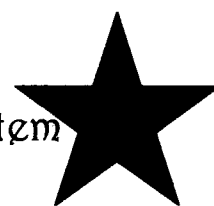


Programs/Brochures	\$400.00
Breakfast Expenses	500.00
Town Beautification	1,750.00
(include red/white/blue bunting for Gazebo - 1x expense)	
Picnic stuff/amusements	3,000.00
Balloons	400.00
Concert	2,000.00
"Chicken-out" for 7/4/02 dinner	500.00
History Display	500.00
Time Capsule	300.00
Taste of Clifton	750.00
Clifton Paraphernalia	<u>4,500.00</u> (flow-through amount)
[t-shirts, mugs, posters, etc.]	
<u>TOTAL</u>	<u>\$14,600.00**</u>

Revenue Generation (proposed)

CBA/Town of Clifton Sponsorships	\$4,000.00
In-kind Sponsorships	4,000.00
Flow-thru pay back	<u>7,000.00</u>
Total	<u>\$ 15,000.00</u>

\*\*\* Clock (\*donations by local citizens) \$9,500.00 - separate item  
 for Ayres Square



TOWN OF CLIFTON, VIRGINIA

TREASURER'S REPORT

8-Jan-02

STATEMENT OF CASH BALANCES

Regular Checking Account:	\$277
Money Market Savings Account:	\$57,003
Planning Commission Escrow: Overson	<u>\$5,681</u>
 TOTAL CASH BALANCE:	 <u><u>\$62,961</u></u>

Treasurer's Report prepared by:

Mariyn Barton  
Treasurer

01/07/02

**Town of Clifton**  
**Profit & Loss Budget vs. Actual**  
**July through December 2001**

	Jul - Dec '01	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Grants</b>				
<b>Federal</b>				
<b>Federal Grant-Land</b>				
Town Match - Land	0	6,000	(6,000)	0%
CBA Match - Land	0	6,000	(6,000)	0%
Federal Grant-Land - Other	0	48,000	(48,000)	0%
<b>Total Federal Grant-Land</b>	<u>0</u>	<u>60,000</u>	<u>(60,000)</u>	<u>0%</u>
<b>Transportation Project-Trails</b>				
CBA Match - Trails	0	2,262	(2,262)	0%
Town Match-Trails	0	0	0	0%
Town Inkind -Trails	0	2,262	(2,262)	0%
Transportation Project-Trails - Other	0	18,096	(18,096)	0%
<b>Total Transportation Project-Trails</b>	<u>0</u>	<u>22,620</u>	<u>(22,620)</u>	<u>0%</u>
<b>Total Federal</b>	<u>0</u>	<u>82,620</u>	<u>(82,620)</u>	<u>0%</u>
<b>State</b>				
<b>Fire Program Funds</b>	14,000	4,000	10,000	350%
<b>Total State</b>	<u>14,000</u>	<u>4,000</u>	<u>10,000</u>	<u>350%</u>
<b>Total Grants</b>	<u>14,000</u>	<u>86,620</u>	<u>(72,620)</u>	<u>16%</u>
<b>Tax and Permits Revenue</b>				
Utility Consumption Tax	434			
Motor Vehicle Tags	4,513	3,900	613	116%
Sales Tax	5,964	7,566	(1,602)	79%
Cigarette Tax	814	500	314	163%
BPOL tax	238			
ABC Profits	329	420	(91)	78%
Use Permits	575	2,250	(1,675)	26%
ARB Permits	10	1,080	(1,070)	1%
PC-Subdivision	1,500			
Railroad Tax	1,504	1,668	(164)	90%
<b>Total Tax and Permits Revenue</b>	<u>15,880</u>	<u>17,384</u>	<u>(1,504)</u>	<u>91%</u>
<b>Community Hall Revenues</b>				
Community Hall Rentals	5,075	5,250	(175)	97%
<b>Total Community Hall Revenues</b>	<u>5,075</u>	<u>5,250</u>	<u>(175)</u>	<u>97%</u>
<b>Book Sales Income</b>	(60)	0	(60)	100%
<b>Car Show Income</b>	0	125	(125)	0%
<b>Haunted Trail Event</b>	0	6,000	(6,000)	0%
<b>Clifton Day Revenues</b>	963	1,000	(37)	96%
<b>Homes Tour/Bazaar</b>	0	2,200	(2,200)	0%
<b>Farmers' Market Income</b>	0	971	(971)	0%
<b>Park Rental</b>	100	200	(100)	50%
<b>Interest Income</b>	415	323	92	129%
<b>S.R. - Litter Control Grant</b>	1,000			
<b>Other Income</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>



01/07/02

**Town of Clifton**  
**Profit & Loss Budget vs. Actual**  
**July through December 2001**

	Jul - Dec '01	Budget	\$ Over Budget	% of Budget
<b>Total Income</b>	37,374	120,073	(82,699)	31%
<b>Expense</b>				
Uncategorized Expenses	0			
<b>Payroll Expenses</b>				
<b>Gross Wages</b>				
Town Clerk (Administrative)	0	0	0	0%
Town Clerk (Recording)	1,750	1,750	0	100%
Town Treasurer	1,750	1,750	0	100%
<b>Total Gross Wages</b>	3,500	3,500	0	100%
<b>Payroll Taxes</b>				
FICA	0	434	(434)	0%
Medicare	0	102	(102)	0%
<b>Total Payroll Taxes</b>	0	536	(536)	0%
<b>Total Payroll Expenses</b>	3,500	4,036	(536)	87%
<b>Contractual</b>				
Insurance	1,820	2,300	(480)	79%
<b>Town Government</b>				
Architectural Review Board	0	250	(250)	0%
Planning Commission	823	500	323	165%
<b>Total Town Government</b>	823	750	73	110%
<b>Professional Fees</b>				
Accounting	0	2,500	(2,500)	0%
Legal Fees	3,830	1,750	2,080	219%
Special Counsel	0	5,750	(5,750)	0%
<b>Total Professional Fees</b>	3,830	10,000	(6,170)	38%
<b>Rent</b>				
Railroad Siding Rental	100	400	(300)	25%
Ayre Square Rental	457	500	(43)	91%
<b>Total Rent</b>	557	900	(343)	62%
<b>Town Maintenance</b>				
Beautification Comm.	110	1,250	(1,140)	9%
Grounds Maintenance	737	1,750	(1,013)	42%
Town Hall Maintenance	64	5,000	(4,936)	1%
Ayre Square Maintenance	50			
<b>Total Town Maintenance</b>	961	8,000	(7,039)	12%
<b>Town Services</b>				
Fire Program	0	4,000	(4,000)	0%
Elections	0	600	(600)	0%
Grass Mowing	2,400	1,750	650	137%
Trash Collection	706	700	6	101%
<b>Total Town Services</b>	3,106	7,050	(3,944)	44%
<b>Utilities</b>				
Gas and Electric	187	1,900	(1,713)	10%

01/07/02

**Town of Clifton**  
**Profit & Loss Budget vs. Actual**  
**July through December 2001**

	Jul - Dec '01	Budget	\$ Over Budget	% of Budget
Water	142	125	17	114%
<b>Total Utilities</b>	<b>329</b>	<b>2,025</b>	<b>(1,696)</b>	<b>16%</b>
Legal Advertising	0	500	(500)	0%
Printing and Reproduction	0	300	(300)	0%
Dues and Subscriptions				
Va. Municipal League	306	267	39	115%
Dues and Subscriptions - Other	45	105	(60)	43%
<b>Total Dues and Subscriptions</b>	<b>351</b>	<b>372</b>	<b>(21)</b>	<b>94%</b>
Mayoral Reimbursement	669	500	169	134%
Caboose Expenses				
Caboose Electric	94	50	44	187%
Caboose - Trentane Gas	102	150	(48)	68%
Caboose Maintenance	0	1,250	(1,250)	0%
<b>Total Caboose Expenses</b>	<b>196</b>	<b>1,450</b>	<b>(1,254)</b>	<b>14%</b>
Community Hall Expenses				
C.H.-Equipment	190	1,000	(810)	19%
C.H.-General Maintenance	334	1,450	(1,116)	23%
C.H.-Cleaning	900	900	0	100%
C.H. Floors	500	1,200	(700)	42%
C.H. - Electric	3,212	3,500	(288)	92%
C.H.-Management Fee	1,665	1,637	28	102%
<b>Total Community Hall Expenses</b>	<b>6,801</b>	<b>9,687</b>	<b>(2,886)</b>	<b>70%</b>
Clifton Day Expenses	939			
Homes Tour/Bazaar Exp	0	600	(600)	0%
Miscellaneous	0	2,500	(2,500)	0%
<b>Total Contractual</b>	<b>20,383</b>	<b>46,934</b>	<b>(26,551)</b>	<b>43%</b>
Car Show Expense	125	125	0	100%
Farmers' Market Expense	0	194	(194)	0%
Haunted Trail Expenses	408	2,000	(1,592)	20%
Clifton Book Publication	0	0	0	0%
Commodities				
Copies	31	150	(119)	21%
Postage and Delivery	251	129	123	195%
Computer Supplies	0	350	(350)	0%
Office Supplies	65	450	(385)	14%
License Plates	520	1,028	(508)	51%
Miscellaneous	636	300	336	212%
<b>Total Commodities</b>	<b>1,503</b>	<b>2,407</b>	<b>(903)</b>	<b>62%</b>
CIF Expenses				
CIF-Playground Impr.	0	500	(500)	0%
CIF-Miscellaneous	0	500	(500)	0%
<b>Total CIF Expenses</b>	<b>0</b>	<b>1,000</b>	<b>(1,000)</b>	<b>0%</b>
Fed Fund-Transportation Proj				
F.F. - Transp. Project-Land	0	60,000	(60,000)	0%
F.F.- Transp. Project-Trails	1,103	20,358	(19,255)	5%

**Town of Clifton**  
**Profit & Loss Budget vs. Actual**  
**July through December 2001**

01/07/02

	Jul - Dec '01	Budget	\$ Over Budget	% of Budget
F. F.-Transp - Inkind Svcs	0	2,262	(2,262)	0%
Fed Fund-Transportation Proj - Other	0	0	0	0%
<b>Total Fed Fund-Transportation Proj</b>	<b>1,103</b>	<b>82,620</b>	<b>(81,517)</b>	<b>1%</b>
<b>Total Expense</b>	<b>27,022</b>	<b>139,315</b>	<b>(112,293)</b>	<b>19%</b>
<b>Net Ordinary Income</b>	<b>10,351</b>	<b>(19,242)</b>	<b>29,594</b>	<b>(54)%</b>
<b>Net Income</b>	<b>10,351</b>	<b>(19,242)</b>	<b>29,594</b>	<b>(54)%</b>

01/08/02

**Town of Clifton**  
**Transaction Detail By Account**  
**July through December 2001**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>Grants</b>					
<b>State</b>					
<b>Fire Program Funds</b>					
Cash Sale	9/28/2001	00-541	cOMmonwealth of Va.	Fire Program Ref A960200109053109	4,000.00
Cash Sale	9/28/2001	00-542	cOMmonwealth of Va.	Fire Program ref A960200109243154	6,000.00
Cash Sale	9/28/2001	00-543	cOMmonwealth of Va.	Fire Program ref # A960200108023061- FP00244P	4,000.00
Total Fire Program Funds					<u>14,000.00</u>
Total State					<u>14,000.00</u>
Total Grants					<u>14,000.00</u>
<b>TOTAL</b>					<u><u>14,000.00</u></u>

01/07/02

**Town of Clifton**  
**Transaction Detail By Account**  
**July through December 2001**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<b>Tax and Permits Revenue</b>							
<b>PC-Subdivision</b>							
Cash Sale	10/1/2001	00-561	RJL Asso...	Planning Commission - Sub-division- TP Lots 3-A1&3A2 Invoice 500		500.00	500.00
Cash Sale	10/1/2001	00-562	RJL Asso...	Planning Commission - Sub-division-TP Lots 3A1 & 3A2, Invoice #1000		1,000.00	1,500.00
Total PC-Subdivision						<u>1,500.00</u>	<u>1,500.00</u>
Total Tax and Permits Revenue						<u>1,500.00</u>	<u>1,500.00</u>
<b>TOTAL</b>						<b><u>1,500.00</u></b>	<b><u>1,500.00</u></b>

01/07/02

**Town of Clifton**  
**Transaction Detail By Account**  
July through December 2001

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
<b>Contractual</b>							
<b>Professional Fees</b>							
<b>Legal Fees</b>							
Bill	7/29/2001	Retainer 02	Foley & Lardner	FY02 Retainer		3,500.00	3,500.00
Bill	10/27/2001	4758960007	Foley & Lardner	Taylor Property Escrow-Legal Fees		330.00	3,830.00
Total Legal Fees						<u>3,830.00</u>	<u>3,830.00</u>
Total Professional Fees						<u>3,830.00</u>	<u>3,830.00</u>
Total Contractual						<u>3,830.00</u>	<u>3,830.00</u>
<b>TOTAL</b>						<u><b>3,830.00</b></u>	<u><b>3,830.00</b></u>

01/08/02

**Town of Clifton**  
**Transaction Detail By Account**  
**July through December 2001**

Type	Date	Num	Name	Memo	Clr	Amount	Balance
<b>Contractual</b>							
<b>Town Services</b>							
<b>Grass Mowing</b>							
Bill	7/29/2001	9654	Green Valley Landsc...	June mowings		600.00	600.00
General Journal	7/31/2001		Green Valley Landsc...	June 01 reverse a...		(600.00)	0.00
Bill	8/27/2001	9849	Green Valley Landsc...	July Mowings		750.00	750.00
Bill	9/28/2001	Inv 10058	Green Valley Landsc...	Aug Mowings		600.00	1,350.00
Bill	11/9/2001	10272	Green Valley Landsc...	Sept Mowings		600.00	1,950.00
Bill	11/30/2001	10491	Green Valley Landsc...	Oct Mowings		450.00	2,400.00
Total Grass Mowing						2,400.00	2,400.00
Total Town Services						2,400.00	2,400.00
Total Contractual						2,400.00	2,400.00
<b>TOTAL</b>						<b>2,400.00</b>	<b>2,400.00</b>

TOWN OF CLIFTON, VIRGINIA

TREASURER'S REPORT

5-Feb-02

STATEMENT OF CASH BALANCES

Regular Checking Account:	\$2,709
Money Market Savings Account:	\$58,076
Planning Commission Escrow: Overson	<u>\$5,681</u>
TOTAL CASH BALANCE:	<u><u>\$66,466</u></u>

Treasurer's Report prepared by:

Marilyn Barton  
Treasurer





AUDUBON  
NATURALIST  
SOCIETY

CONSERVING OUR REGION'S NATURE SINCE 1897

November 30, 2001

Mr. James Chesley, Mayor  
Town of Clifton  
P.O. Box 309  
Clifton, VA 20124-0309

Dear Jim,

We are giving serious consideration to placing the Webb Sanctuary under a conservation easement, probably through the Northern Virginia Conservation Trust. By placing the property under a conservation easement we will ensure that it will remain a natural area regardless of the future of the Audubon Naturalist Society. Let me quickly add that our future looks very secure and we don't plan on going anywhere in the next one- or two-hundred years!

The reason I wanted to let you know about our plans is to see if the Town of Clifton might consider joining us by placing Randolph Buckley Park under a similar easement. Such an easement would not affect current uses of this property. I am also asking Keith if the Clifton Betterment Association would consider an easement for their property across Popes Head Creek.

Our interest in asking the town and the CBA to join us is twofold. First, this would place about 30 acres of natural or semi-natural area under permanent protection. Also, we anticipate that such a demonstration of leadership on the part of the town, the CBA, and ANS would inspire private property owners in the area to consider conservation easements as well.

Of course, I wouldn't expect the town or the CBA to consider this option without knowing a lot more about it. Therefore, I am inviting you and Keith, or representatives you might appoint, to join me in an informational meeting with the Northern Virginia Conservation Trust to explore conservation easements further. I would like to put together a meeting sometime in January, if possible. Please let me know if exploring such easements would be of interest.

Sincerely,

Cliff Fairweather  
Webb Sanctuary Naturalist

RUST SANCTUARY  
802 CHILDREN'S CENTER ROAD  
LEESBURG, VA 20175

PHONE: (703) 669-0000 / FAX: (703) 669-1234

WOODEND SANCTUARY - HEADQUARTERS  
8940 JONES MILL ROAD  
CHEVY CHASE, MD 20815

PHONE: (301) 652-9188 / FAX: (301) 951-7179

WEBB SANCTUARY  
12829 CHESTNUT STREET, PO BOX 51  
CLIFTON, VA 20124-0051

PHONE: (703) 803-8400 / FAX: (703) 803-9600

[HTTP://WWW.AUDUBONNATURALIST.ORG](http://www.audubonnaturalist.org)

January 28, 2002

Apollo Enterprises, Ltd.  
7150-B Main Street  
Clifton, VA 20124

To whom it may concern:

To date we have not received your application for the certificate of appropriateness pertaining to your commercial sign. Please apply to the ARB for approval by contacting Chairman Royce Jarrendt at 703-830-8713. Failure to do so is a violation of the town zoning ordinance and may result in \$1000 a day in fines.

Sincerely,

Pam Wallace  
Town Clerk

cc. Mayor James Chesley  
Tom Peterson  
Royce Jarrendt

January 28, 2002

Apollo Enterprises, Ltd.  
7150-B Main Street  
Clifton, VA 20124

To whom it may concern:

To date we have not received your application for the certificate of appropriateness pertaining to your commercial sign. Please apply to the ARB for approval by contacting Chairman Royce Jarrendt at 703-830-8713. Failure to do so is a violation of the town zoning ordinance and may result in \$1000 a day in fines.

Sincerely,

Pam Wallace  
Town Clerk

cc. Mayor James Chesley  
Tom Peterson  
Royce Jarrendt

February 5, 2002, 7:30 P.M.  
CLIFTON TOWN MEETING HALL, 12641 CHAPEL ROAD

CLIFTON TOWN COUNCIL MEETING

AGENDA

- |  |                                |
|--|--------------------------------|
| ✓ 1. Treasurers Report   | Chesley<br>Arnold<br>Buckley   |
| ✓ 2. Planning Commission   | Harrington                     |
| a. Applications  | Hollaway                       |
| b. Letter re: Canary Cottage   | Nickum                         |
| ✓ 3. ARB   | Jarrendt                       |
| a. Applications  | Effros                         |
| <del>b. Letter re: Apollo Group Sign</del>                           | Barton                         |
| ✓ 4. BZA <i>re: Vacancy</i>  | Wallace                        |
| ✓ 5. Affordable Housing Program Status <i>(H.U.D.)</i>               | Williams                       |
| 6. Transportation Issues   |                                |
| a. Traffic Flow/Counts - <i>VDOT will give us results next month</i> |                                |
| b. Safety  |                                |
| c. Speeding/Fines in Residential Areas                               |                                |
| 7. Other   | <i>d. Davis Store update ?</i> |
| a. Lions Club Banner   |                                |
| b. Homes Tour Banner   |                                |
| c. Potomac Vintage Motorcycle Tour                                   |                                |

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

Posted, Post Office and Store

Minutes  
Clifton Town Council Meeting  
Tuesday, February 5, 2002  
Clifton Town Hall

Present: Mayor Jim Chesley, Mac Arnold, Margo Buckley, Laura Harrington, Bill Hollaway, Wayne Nickum, Town Attorney Rod Williams; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Motion to approve minutes from January 8, 2002, Town Council meeting. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
2. Treasurer's report: Marilyn Barton. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum. 2003 budget will be discussed at the March Town Council meeting.
3. Planning Commission: Bill Hollaway
  - a. Clark fence: ARB must approve design first; use permit application tabled until March meeting
  - b. Feldenkris use permit for retaining wall on side of house. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
  - c. Tom Peterson use permit: concrete slab poured before use permit was submitted; Petersons still have to submit C-Bay information to Planning Commission; Bill will write letter to remind them
  - d. B&B issue concerning Lynne Garvey Hodge and Canary Cottage. Question of whether or not Valentine's Tea event is in violation of use permit. Councilwoman Buckley voiced concern over this and other events held at Canary Cottage recently, and whether or not charging a fee for such events constitutes a violation of the Town Ordinance governing B&B's. Lynne Garvey Hodge contacted BZA Chairman Steve Effros for feedback on this issue, and he responded by saying he did not believe a special use permit is required to hold such events in one's home. Question remains concerning purpose of event, and whether or not it is to promote the business. It was decided to continue the discussion on holding such special events, and to convene a joint public meeting between the Town and the BZA.
4. BZA vacancy: motion made to nominate Taya Abbott to circuit court to fill vacancy left by Chris Rehder. Approved unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
5. ARB: Royce Jarrendt
  - a. Plan for Feldenkris retaining wall approved
  - b. Lot #3, Clifton Heights: preliminary view, no vote taken
  - c. Apollo Group sign issue; present sign is inappropriate and a letter will be sent, enumerating items needed to be addressed; Laura Harrington will call Petersons before it is sent to make them aware of situation
  - d. HUD project update: same status with new requirements being thrown at town, such as having two years of experience in affordable housing program. It was suggested to give Tom Davis a call.
  - e. Transportation issue: stop sign at Dell Avenue discussed. VDOT will be present to talk to town at March meeting.
6. Request from Lions Club to display banner advertising Pancake Breakfast on 2/24/02. Banner will be put up two weeks in advance and taken down three days later. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
7. Request from CCWC to display Homes Tour banner for May 16, 2002, event. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

8. Request from Potomac Motorcycle Club to gather in front of Town Meeting Hall on April 14, 2002, for 2nd annual Vintage Ride event. Margo will check on building schedule to see if it is feasible for the participants to gather before their ride in the parking area. Motion made to grant approval for the Club to hold event. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

9. Clifton's 100th Anniversary update: Lynne Garvey Hodge. Volunteers still needed in many areas.

10. Davis Store issues discussed: more commercialization evident with more gas tanks and buildings. Concern expressed over increased traffic and the effects on Sandy Run Creek. Homeowner Associations near Davis Store are uniting to address these and other issues. This discussion will be continued at March Town Council meeting.

11. Letter from Cliff Fairweather, Webb Sanctuary Naturalist, concerning the consideration of placing the Sanctuary under a conservation easement. More details on this proposal will be presented at March meeting.

12. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum



AUDUBON  
NATURALIST  
SOCIETY

CONSERVING OUR REGION'S NATURE SINCE 1897

November 30, 2001

Mr. James Chesley, Mayor  
Town of Clifton  
P.O. Box 309  
Clifton, VA 20124-0309

Dear Jim,

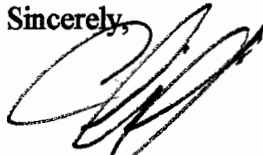
We are giving serious consideration to placing the Webb Sanctuary under a conservation easement, probably through the Northern Virginia Conservation Trust. By placing the property under a conservation easement we will ensure that it will remain a natural area regardless of the future of the Audubon Naturalist Society. Let me quickly add that our future looks very secure and we don't plan on going anywhere in the next one- or two-hundred years!

The reason I wanted to let you know about our plans is to see if the Town of Clifton might consider joining us by placing Randolph Buckley Park under a similar easement. Such an easement would not affect current uses of this property. I am also asking Keith if the Clifton Betterment Association would consider an easement for their property across Popes Head Creek.

Our interest in asking the town and the CBA to join us is twofold. First, this would place about 30 acres of natural or semi-natural area under permanent protection. Also, we anticipate that such a demonstration of leadership on the part of the town, the CBA, and ANS would inspire private property owners in the area to consider conservation easements as well.

Of course, I wouldn't expect the town or the CBA to consider this option without knowing a lot more about it. Therefore, I am inviting you and Keith, or representatives you might appoint, to join me in an informational meeting with the Northern Virginia Conservation Trust to explore conservation easements further. I would like to put together a meeting sometime in January, if possible. Please let me know if exploring such easements would be of interest.

Sincerely,



Cliff Fairweather  
Webb Sanctuary Naturalist

RUST SANCTUARY  
802 CHILDREN'S CENTER ROAD  
LEESBURG, VA 20175

PHONE: (703) 669-0000 / FAX: (703) 669-1234

WOODEND SANCTUARY - HEADQUARTERS  
8940 JONES MILL ROAD  
CHEVY CHASE, MD 20815

PHONE: (301) 652-9188 / FAX: (301) 951-7179

WEBB SANCTUARY  
12829 CHESTNUT STREET, PO BOX 51  
CLIFTON, VA 20124-0051

PHONE: (703) 803-8400 / FAX: (703) 803-9600

[HTTP://WWW.AUDUBONNATURALIST.ORG](http://www.audubonnaturalist.org)

2/5/02

①

Minutes from 1/8/02: approved unanimously (Hollaway just walking in)

② Treasurer's report

Next mtg. begin discussing - '03 Budget

③ Planning Comm. - Bill H.

① Clark - fence (former Chapel property) - ??

(see 9.9 zoning ordinance - fence set out ~~not~~ property line - set back <sup>equidistant</sup> must be met)

ARB must approve design first - table use permit until next month

Does Asphalt Slab = a structure?

② Feldenkris cement patio on side of house; needs overlay plat; set back requirements

Motion to approve application -

Unanimous: passed

③ Peterson use permit - slab/concrete poured before permit submitted; requested C-Bay info from

Develop. plan

→ Peterson, but we have not rec'd it. Bill has written a letter

④ B&B issue (Lynne Garvey Hodge): special events

1x event?



Issue: Board of Zoning Appeals handled this

Abbott

BZA → nominate Taylor to circuit court - to fill spot vacated by C. Rehder  
motion: Unanimous

↓  
We have one vacancy -

\* Look up date in minutes when resignation letter was read

↓ Also other listed complaints from residents who have come forward

Marge's Complaints: 40th B'day party  
Mother/daughter tea in Dec.

↓  
"I don't want to live next door to a restaurant!"

Let's fix the flaw. Many other events should also get approval.

For the future:

\* Joint Public Mtg. between BZA & T.C.

If event's purpose is to promote the business - that's okay?

Event in question:

3

Feb 9: Valentine's Tea  
1-4 p.m.

→ Violation of use permit?

(T.C.) formation of  
We will address spec. use permit  
yearly/annual review of B's/B - struck  
from requirements? Dorney strongly  
disagreed -

General / specific

per  
m.

Minutes must reflect:

[alleged violations (from M. Buckley)]

4 ARB

(a) Feldenkris plan approved

(b) Lot #3; Clifton Hts. (final lot) -  
not voted on: preliminary view

(c) Apollo Sign issue -

• Sign not appropriate } design will not be  
approved → will be on agenda  
next month

A letter will be sent to Apollo  
Group, enumerating items they need to  
address -

What action next?? Can sign be removed?

2nd letter? If you don't comply - you are in violation - if it's not approved - a fine & misdemeanor

Send Notice to Apollo

We understand ~~that~~ ~~that~~ ~~that~~ that your present sign is in violation of the town of Clifton & if it is not removed within one day - you have committed

Certified

L. Harrington will call Petersen before we send letter (Welcome Home totally sidetracked by this new development)

5) HUD same status; new requirements being thrown at town (for non-profit entities - must have 2 yrs. experience in affordable)

Give Tom Davis a call?

6) Transportation Issue

Put on next month's agenda \* VDOT will be here

Dell Ave - multi-stop sign for safety of people on Main St.

\* Purpose slow is to down curve - but curve is a big problem

⑦ Lions Club Banner  
2/24/02 } Pancake Breakfast  
Hall here -  
Banner on Main St.  
2 wks in advance, down 3 days late  
Okay: unkn.

⑧ CCWC } 30th Home Banner  
5/16/02  
Tom / wend

Unkn

⑨ Potomac Club  
Motorcycle Event

Unkn

2nd Vintage  
Vintage Ride

April ⑭  
10-3 P.M.

Must be out by  
(time)  
request to hold event (to meet in front of Town Hall)

Margo will see if she will free ~~taxes~~ <sup>taxes</sup>?

⑩ Centennial quick up date - \* need volunteers

⑪ New equipment: playground)

⑫ Davis Store more commercial bldg. - 3 traffic lights, more gas tanks,

How will we know Royce?

Pony Run Creek  
very nearby

# Davis Store Concern

2 condemned wells presently -

Increased traffic and property  
expands - neighborhood associations  
up in arms -

many violations cited  
Since (91) -  
environmental / traffic  
issues

put on  
next month's  
agenda for further  
discussion -

Boycott Davis Store!  
Meantime

Wash Sanctuary  
Cliff ↓  
March mty. to  
explain what this  
means

February 5, 2002, 7:30 P.M.  
CLIFTON TOWN MEETING HALL, 12641 CHAPEL ROAD

CLIFTON TOWN COUNCIL MEETING

AGENDA

- |  |   |
|--|---|
| 1. Treasurers Report                   | Chesley<br>Arnold<br>Buckley            |
| 2. Planning Commission                 | Harrington                              |
| a. Applications                        | Hollaway                                |
| b. Letter re: Canary Cottage           | Nickum                                  |
| 3. ARB                                 |   |
| a. Applications                        | Jarrendt                                |
| b. Letter re: Apollo Group Sign        | Effros<br>Barton<br>Wallace<br>Williams |
| 4. BZA                                 |   |
| 5. Affordable Housing Program Status   |   |
| 6. Transportation Issues               |   |
| a. Traffic Flow/Counts                 |   |
| b. Safety                              |   |
| c. Speeding/Fines in Residential Areas |   |
| 7. Other                               |   |
| a. Lions Club Banner                   |   |
| b. Homes Tour Banner                   |   |
| c. Potomac Vintage Motorcycle Tour     |   |

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

Posted, Post Office and Store

LAW OFFICES

STEPHEN R. EFFROS, P.C.

P.O. BOX 1005

FAIRFAX, VIRGINIA 22030

(703) 691-8875

February 4, 2002

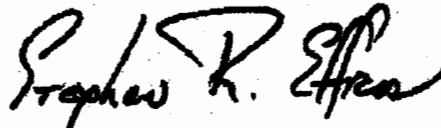
To the Clifton Town Council:

I was recently approached by a member of the Clifton community regarding the possible need for a "special use permit" to have a gathering in her own home. My initial reaction as Chair of the Board of Zoning Appeals, was that such a permit is neither necessary nor appropriate. I would like to explain why.

In the last twenty years no special permit has either been sought or granted by the BZA to allow private residents in Clifton to hold gatherings in their home. Were we to now adopt the position that individual gatherings in private homes for whatever purpose, so long as they did not constitute an on-going business in-and-of-themselves, required a permit, we would create a serious morass. To give a few examples: any meeting conducted by a Mary Kay representative, an Amway meeting, a CBA meeting, the Clifton Town Homes Tours, the Clifton Gentlemen's Club meetings, would all potentially fit the category of gatherings in homes that would require special permits. In some instances these are either profit or non-profit organizations, and the conduct of the gathering could potentially be seen as a revenue raiser. This, of course, would also apply to virtually any political fundraising done at an individual home. I cannot possibly see the benefit to the Town of requiring or issuing special permits for such gatherings. I do not think they are currently required.

In the instant case, the gathering is not being charged for, nor is it intended to be a regular event. Thus, the gathering is not designed or intended as a business in-and-of-itself. I see no difference between it and somebody conducting an open house prior to the sale of their home. That too, of course, we do not require a special permit for. Hence, I would suggest to you that requiring a special permit in this instance would be a serious mistake and establish a precedent no one wants to create.

Sincerely,



Stephen R. Effros  
Chairman, Board of Zoning Appeals

SRE/shr

*Home business  
use permit has  
specific restrictions  
Special  
use  
permit is  
NOT  
necessary  
BZA  
does not  
hear  
appeals*



*new  
FYI -  
JB*

# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF TRANSPORTATION

RAY D. PETHTEL  
INTERIM COMMISSIONER

14685 Avion Parkway  
Chantilly, VA 20151  
(703) 383-VDOT (8368)

THOMAS F. FARLEY  
DISTRICT ADMINISTRATOR

February 1, 2002

Mr. Young Ho Chang  
Fairfax County Department of Transportation  
12055 Government Center Parkway, Suite 1034  
Fairfax, Virginia 22033-2906

Subject: Multi-way Stop Sign Request  
Main Street (Route 641) and Dell Avenue (Route 2007)

Dear Mr. Chang:

This letter is in response to a January 30, 2002, letter from Supervisor Elaine McConnell's office, on behalf of her constituent Mayor Jim Chesley, requesting a multi-way stop at the subject intersection. This intersection meets the necessary requirements for multi-way stops in residential communities and if the community and the Board of Supervisors support this request, we are not opposed to their installation.

Please obtain the necessary concurrence from the Board of Supervisors and notify us of their action.

Sincerely,

Loren W. Epton, Jr.  
District Traffic Engineer

cc: Elaine McConnell, Springfield District Supervisor  
JoAnne Sorenson



Clifton's 100<sup>th</sup> Celebration – "To Do List-at-a-Glance" (proposed draft after 1/15/02mtg. discussions)  
July 4<sup>th</sup> Weekend - 2002



# "WANTED"



1. Food Group Co-Chair
2. History Committee Chair
3. In-kind Sponsors
4. "Clifton Alive!" coordinators: *afternoon of the 4th*
5. Many, many volunteers
6. Clock Works!! *\$\$ needed!*
7. Advertising flyer to come as soon as camera ready art work is ready (by end of the month) *Shoche Peterson available by Clifton B's day dinner*

*Do Sales Tax?*

*Marybeth*



*Shoche Peterson available by Clifton B's day dinner*

Jimmy

owner of property

occupant of property

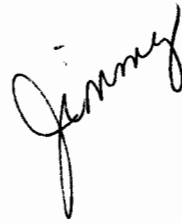
certified mail

This letter is a followup to my letter of January 28, 2002, and to acknowledge your submitted of a sign permit application on or about February 4, 2002.

This letter is to notify you that the sign is a violation of the town of Clifton zoning ordinance and should be removed immediately <sup>It may be</sup> ~~and~~ replaced ~~with~~ with the sign approved by the Architectural Review Board as soon as approval is received.

In the event the violation is not corrected within 21 days of the date of this letter then the Town Council will bring legal action to insure compliance with the zoning ordinance provisions including, but not limited to, injunction, abatement, or other appropriate action.

pursuant to Section 9.24 of the zoning ordinance.



January 28, 2002

Apollo Enterprises, Ltd.  
7150-B Main Street  
Clifton, VA 20124

To whom it may concern:

To date we have not received your application for the certificate of appropriateness pertaining to your commercial sign. Please apply to the ARB for approval by contacting Chairman Royce Jarrendt at 703-830-8713. Failure to do so is a violation of the town zoning ordinance and may result in \$1000 a day in fines.

Sincerely,

Pam Wallace  
Town Clerk

cc. Mayor James Chesley  
Tom Peterson  
Royce Jarrendt



AUDUBON  
NATURALIST  
SOCIETY

CONSERVING OUR REGION'S NATURE SINCE 1897

November 30, 2001

Mr. James Chesley, Mayor  
Town of Clifton  
P.O. Box 309  
Clifton, VA 20124-0309

Dear Jim,

We are giving serious consideration to placing the Webb Sanctuary under a conservation easement, probably through the Northern Virginia Conservation Trust. By placing the property under a conservation easement we will ensure that it will remain a natural area regardless of the future of the Audubon Naturalist Society. Let me quickly add that our future looks very secure and we don't plan on going anywhere in the next one- or two-hundred years!

The reason I wanted to let you know about our plans is to see if the Town of Clifton might consider joining us by placing Randolph Buckley Park under a similar easement. Such an easement would not affect current uses of this property. I am also asking Keith if the Clifton Betterment Association would consider an easement for their property across Popes Head Creek.

Our interest in asking the town and the CBA to join us is twofold. First, this would place about 30 acres of natural or semi-natural area under permanent protection. Also, we anticipate that such a demonstration of leadership on the part of the town, the CBA, and ANS would inspire private property owners in the area to consider conservation easements as well.

Of course, I wouldn't expect the town or the CBA to consider this option without knowing a lot more about it. Therefore, I am inviting you and Keith, or representatives you might appoint, to join me in an informational meeting with the Northern Virginia Conservation Trust to explore conservation easements further. I would like to put together a meeting sometime in January, if possible. Please let me know if exploring such easements would be of interest.

Sincerely,

Cliff Fairweather  
Webb Sanctuary Naturalist

RUST SANCTUARY  
802 CHILDREN'S CENTER ROAD  
LEESBURG, VA 20175

PHONE: (703) 669-0000 / FAX: (703) 669-1234

WOODEND SANCTUARY - HEADQUARTERS  
8940 JONES MILL ROAD  
CHEVY CHASE, MD 20815

PHONE: (301) 652-9188 / FAX: (301) 951-7179

WEBB SANCTUARY  
12829 CHESTNUT STREET, PO BOX 51  
CLIFTON, VA 20124-0051

PHONE: (703) 803-8400 / FAX: (703) 803-9600

[HTTP://WWW.AUDUBONNATURALIST.ORG](http://www.audubonnaturalist.org)

**CLIFTON PLANNING COMMISSION  
TOWN OF CLIFTON, VIRGINIA  
APPLICATION FOR USE PERMIT**

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*. The undersigned has enclosed herewith a check made payable to the "Town of Clifton" for the required application review fee.

Date Submitted to Town Clerk: 01-15-02

Date Submitted to Chairman of Planning Commission: 01-15-02

1. Type:  Construction  Residential  Non-Residential  Home Business

2. Name of Applicant: Heather & Rob Clark

3. Owner of Property: Rob Clark

4. Name of Business/Organization: \_\_\_\_\_

5. Owner of Business/Organization: \_\_\_\_\_

6. Address of Premises: 12653 School St., Clifton, VA 20124

7. Tax Map Number: 075-4-02-0084-A

8. Attach Copy of Plat for Property:  Plat Attached

9. Attach Floor Plan (All Non-Residential and Home Business):  Floor Plan Attached

10. Zoning District of Premises:

Residential  Commercial  Agricultural  Industrial

11. Describe Purpose of Application:

Split rail fence to mark perimeter of property, further safety along Clifton Road border, and provide lattice for gardening. See attached specifications and pictures.

12. If Commercial, Home Business, Agricultural or Industrial:

- Describe Operation: \_\_\_\_\_
- Number of Employees: \_\_\_\_\_
- Days and Hours of Operation: \_\_\_\_\_
- Number of Client Visits per Day: \_\_\_\_\_
- Square Footage of Premises: \_\_\_\_\_
- Number of Off-Street Parking Spaces Available: \_\_\_\_\_
- Number of Off-Street Parking Spaces Required: \_\_\_\_\_
- For Home Business Only, Gross Square Footage of Dwelling: \_\_\_\_\_

13. Application Fee Enclosed: \$25.00

(\$250 for new home or commercial construction; \$150 for adding to existing buildings, or new residential construction other than new homes, where the addition or new construction costs over \$25,000; \$25 for all other construction, and any other use permit)

*Rob Clark*

Signature of Applicant/Agent

01-15-02

Date

12653 School St.

Mailing Address

Clifton, VA 20124

City/Town, State, Zip Code

202-824-8822/202-824-8990

Phone Number / Fax Number

clark.rob@dorseylaw.com

E-Mail Address

\_\_\_\_\_  
Signature of Landlord/Lessor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City/Town, State, Zip Code

\_\_\_\_\_  
Phone Number / Fax Number

\_\_\_\_\_  
E-Mail Address

## SPECIFICATIONS AND PICTURES

### Split Rail Fence

<b>Rail Sizes</b>	standard girth 13½"
<b>Rail Style</b>	Triangular
<b>Rail Species</b>	Poplar
<b>Post Drilling</b>	2 Rail
<b>Post Height</b>	6"
<b>Line Post Width</b>	6 frac12"
<b>Line Post Thickness</b>	2 ½"
<b>Corner/End Post</b>	5"x5"
<b>Post Species</b>	Poplar
<b>Treatment</b>	CCA pressure treat to refusal
<b>Design</b>	2 or 3 Rail



N/F Dawna M. Farrar  
 & Randolph C. Thompson  
 (DB 8669, PG 160)

Virginia State Grid North

N 27°01'33"W 206.75'

Ex. Conservation Esmt

PROPANE TANK



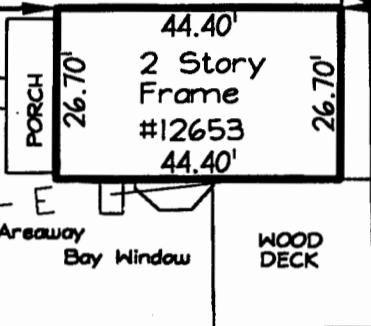
59.4' E

28.4'

102.1'

N 57°43'27"E

WIRE FENCE



RETAINING WALL

Parcel 84-A  
 34,730 sq.ft.

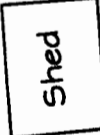
Gravel Drive

S 27°01'33"E 80.26'

Gravel Drive

25' Ingress/Egress esmt.  
 (DB.11775 PG.1551)

Ex. Conservation Esmt.  
 (DB.11775 PG.1539)



N 57°43'27"E 111.58'

Parcel 99-A  
 R/JL Associates, Inc.  
 (DB.11140 PG.1679)

S 27°01'33"E

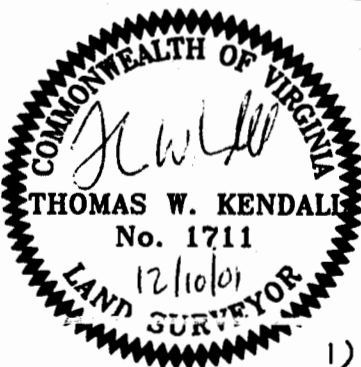
126.49'

School Street

212.00'

GUT

Clifton Road  
 State Route #645  
 (Variable Width R/W)



Notes:

- 1) The property delineated hereon is located on Fairfax County Tax Assessment Map #75-4-((2)), parcels 84 and is zoned R-D.
- 2) NO TITLE REPORT FURNISHED.
- 3) The boundary information shown is based upon a current field survey by this firm.
- 4) This lot lies in the F.E.M.A./F.I.A. designated zone "x", zone "x" defines areas outside of all established 500 ye plains.

**Dalton & Kendall**  
 Engineering - Surveying - Land Planning  
 8420 QUARRY ROAD MANASSAS, VIRGINIA 20110  
 (703) 368-2175 Fax (703) 368-2234

FINAL HOUSE LOCATION SURV  
 ON PARCEL 84-A  
**R.J.L. ASSOCIATES,**  
 (Deed Book 10984, Page 1739)  
 TOWN OF CLIFTON, VIRGINIA

**CLIFTON PLANNING COMMISSION  
TOWN OF CLIFTON, VIRGINIA  
APPLICATION FOR USE PERMIT**

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*. The undersigned has enclosed herewith a check made payable to the "Town of Clifton" for the required application review fee.

Date Submitted to Town Clerk: Jan 15, 2002

Date Submitted to Chairman of Planning Commission: \_\_\_\_\_

1. Type:  Construction  Residential  Non-Residential  Home Business  
 2. Name of Applicant: Lone Johnston  
 3. Owner of Property: \_\_\_\_\_  
 4. Name of Business/Organization: \_\_\_\_\_  
 5. Owner of Business/Organization: \_\_\_\_\_  
 6. Address of Premises: 12820 Clifton Creek Drive  
 7. Tax Map Number: \_\_\_\_\_  
 8. Attach Copy of Plat for Property:  Plat Attached  
 9. Attach Floor Plan (All Non-Residential and Home Business):  Floor Plan Attached

10. Zoning District of Premises:  
 Residential  Commercial  Agricultural  Industrial

11. Describe Purpose of Application:  
replace 35 year old pool

12. If Commercial, Home Business, Agricultural or Industrial:  
 • Describe Operation: \_\_\_\_\_  
 • Number of Employees: \_\_\_\_\_  
 • Days and Hours of Operation: \_\_\_\_\_  
 • Number of Client Visits per Day: \_\_\_\_\_  
 • Square Footage of Premises: \_\_\_\_\_  
 • Number of Off-Street Parking Spaces Available: \_\_\_\_\_  
 • Number of Off-Street Parking Spaces Required: \_\_\_\_\_  
 • For Home Business Only, Gross Square Footage of Dwelling: \_\_\_\_\_

13. Application Fee Enclosed: 3150  
 (\$250 for new home or commercial construction; \$150 for adding to existing buildings, or new residential construction other than new homes, where the addition or new construction costs over \$25,000; \$25 for all other construction, and any other use permit)

[Signature]  
 Signature of Applicant/Agent

\_\_\_\_\_  
 Signature of Landlord/Lessor

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

P.O. Box 67  
 Mailing Address

\_\_\_\_\_  
 Mailing Address

705-222-9272  
 City/Town, State, Zip Code

\_\_\_\_\_  
 City/Town, State, Zip Code

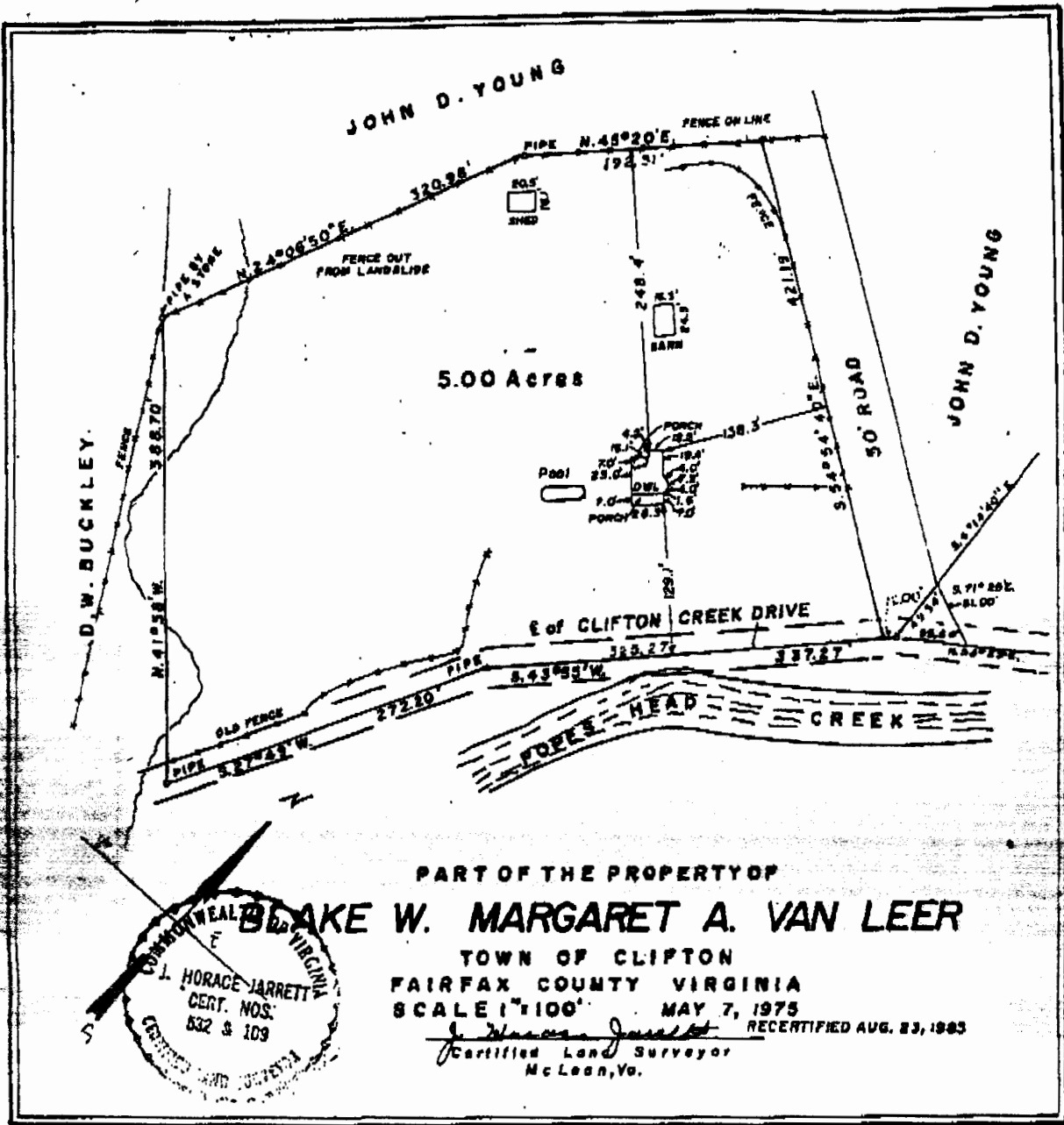
Lhushen@cox.rr.com  
 Phone Number / Fax Number

\_\_\_\_\_  
 Phone Number / Fax Number

\_\_\_\_\_  
 E-Mail Address

\_\_\_\_\_  
 E-Mail Address





PART OF THE PROPERTY OF  
**BLAKE W. MARGARET A. VAN LEER**  
 TOWN OF CLIFTON  
 FAIRFAX COUNTY VIRGINIA  
 SCALE 1"=100' MAY 7, 1975  
 RECERTIFIED AUG. 23, 1983



*J. Horace Jarrett*  
 Certified Land Surveyor  
 McLean, Va.

JOHN D. YOUNG

D. W. BUCKLEY

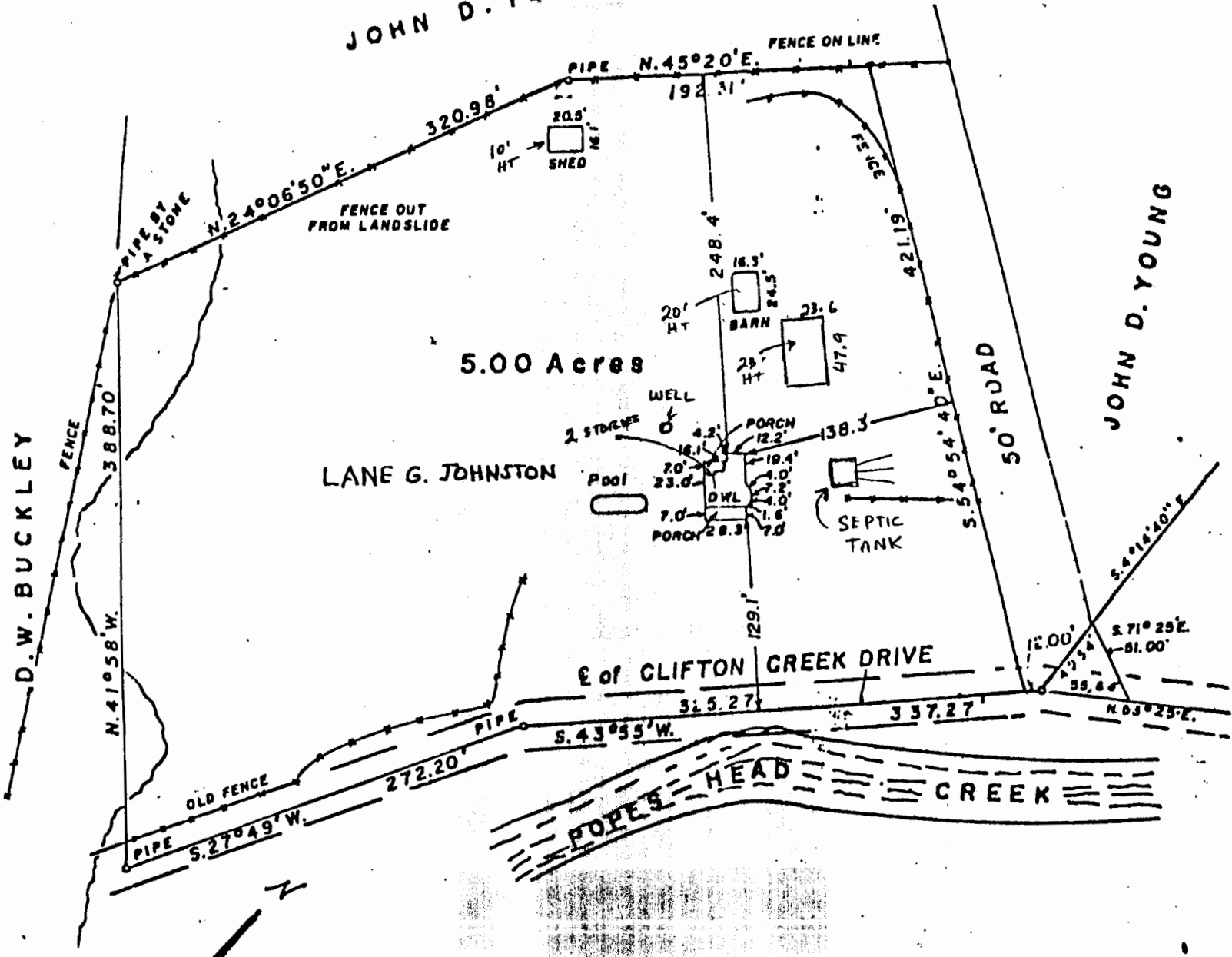
JOHN D. YOUNG

5.00 Acres

LANE G. JOHNSTON

E of CLIFTON CREEK DRIVE

POPE'S HEAD CREEK



**CLIFTON PLANNING COMMISSION  
TOWN OF CLIFTON, VIRGINIA  
APPLICATION FOR USE PERMIT**

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. The undersigned has enclosed herewith a check made payable to the "Town of Clifton" for the required application review fee.

Date Submitted to Town Clerk: 1/15/02  
Date Submitted to Chairman of Planning Commission: 1/15/02

1. Type:  Construction  Residential  Non-Residential  Home Business  
 2. Name of Applicant: Jeff & Michelle Stein / Boyce Jarmon  
 3. Owner of Property: Jeff & Michelle Stein  
 4. Name of Business/Organization: NA  
 5. Owner of Business/Organization: NA  
 6. Address of Premises: 7227 Dell Ave. Clifton VA  
 7. Tax Map Number: \_\_\_\_\_  
 8. Attach Copy of Plat for Property:  Plat Attached  
 9. Attach Floor Plan (All Non-Residential and Home Business):  Floor Plan Attached  
 10. Zoning District of Premises:  
 Residential  Commercial  Agricultural  Industrial  
 11. Describe Purpose of Application:  
New addition to existing structure

12. If Commercial, Home Business, Agricultural or Industrial:

- Describe Operation: \_\_\_\_\_
- Number of Employees: \_\_\_\_\_
- Days and Hours of Operation: \_\_\_\_\_
- Number of Client Visits per Day: \_\_\_\_\_
- Square Footage of Premises: \_\_\_\_\_
- Number of Off-Street Parking Spaces Available: \_\_\_\_\_
- Number of Off-Street Parking Spaces Required: \_\_\_\_\_
- For Home Business Only, Gross Square Footage of Dwelling: \_\_\_\_\_

13. Application Fee Enclosed: \_\_\_\_\_

(\$250 for new home or commercial construction; \$150 for adding to existing buildings, or new residential construction other than new homes, where the addition or new construction costs over \$25,000; \$25 for all other construction, and any other use permit)

[Signature]  
Signature of Applicant/Agent

1/15/02  
Date

P.O. Box 201  
Mailing Address

Clifton VA 20124  
City/Town, State, Zip Code

830-8713 (FAX 244-0767)  
Phone Number / Fax Number

LOLLU. U C AOL  
E-Mail Address

\_\_\_\_\_  
Signature of Landlord/Lessor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City/Town, State, Zip Code

\_\_\_\_\_  
Phone Number / Fax Number

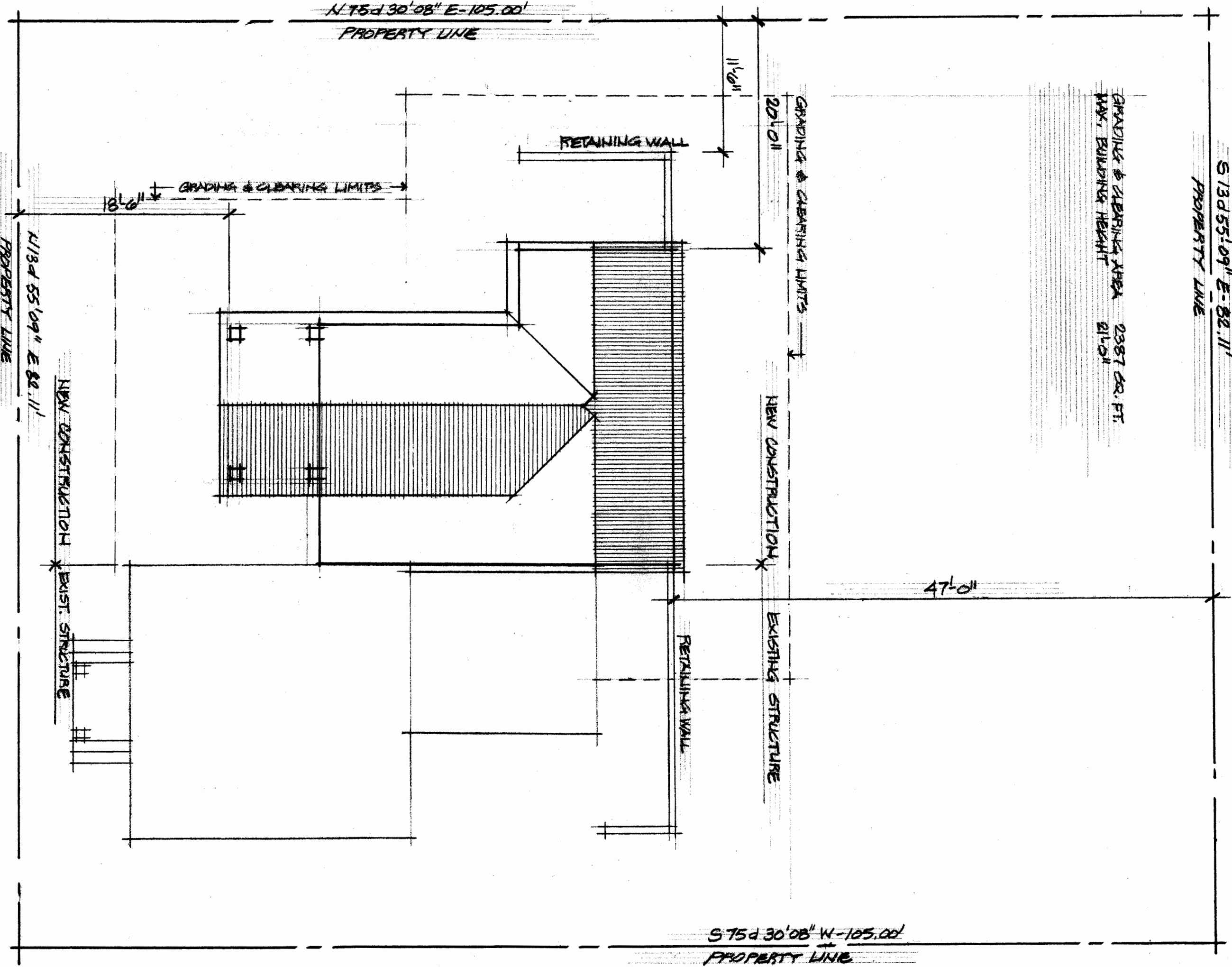
\_\_\_\_\_  
E-Mail Address

S 13 D 55' 09" E - 82.11'  
PROPERTY LINE

GRADING & CLEARING AREA 2387 SQ. FT.  
MAX. BUILDING HEIGHT 21' 0"

47'-0"

S 75 D 30' 08" W - 105.00'  
PROPERTY LINE



7027 DELL AVENUE  
V08-10

**CLIFTON PLANNING COMMISSION  
TOWN OF CLIFTON, VIRGINIA  
APPLICATION FOR USE PERMIT**

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*. The undersigned has enclosed herewith a check made payable to the "Town of Clifton" for the required application review fee.

Date Submitted to Town Clerk: 1/15/02

Date Submitted to Chairman of Planning Commission: 1/15/02

1. Type:  Construction  Residential  Non-Residential  Home Business
2. Name of Applicant: Jeff & Michelle Stein / Bryce Jarman
3. Owner of Property: Jeff & Michelle Stein
4. Name of Business/Organization: NA
5. Owner of Business/Organization: NA
6. Address of Premises: 7227 Dell Ave. Clifton VA
7. Tax Map Number: \_\_\_\_\_
8. Attach Copy of Plat for Property:  Plat Attached
9. Attach Floor Plan (All Non-Residential and Home Business):  Floor Plan Attached
10. Zoning District of Premises:  
 Residential  Commercial  Agricultural  Industrial
11. Describe Purpose of Application:  
New addition to existing structure

12. If Commercial, Home Business, Agricultural or Industrial:

- Describe Operation: \_\_\_\_\_
- Number of Employees: \_\_\_\_\_
- Days and Hours of Operation: \_\_\_\_\_
- Number of Client Visits per Day: \_\_\_\_\_
- Square Footage of Premises: \_\_\_\_\_
- Number of Off-Street Parking Spaces Available: \_\_\_\_\_
- Number of Off-Street Parking Spaces Required: \_\_\_\_\_
- For Home Business Only, Gross Square Footage of Dwelling: \_\_\_\_\_

13. Application Fee Enclosed: \_\_\_\_\_

(\$250 for new home or commercial construction; \$150 for adding to existing buildings, or new residential construction other than new homes, where the addition or new construction costs over \$25,000; \$25 for all other construction, and any other use permit)

[Signature]  
Signature of Applicant/Agent

1/15/02  
Date

P.O. Box 201  
Mailing Address

Clifton VA 20124  
City/Town, State, Zip Code

830-8713 (FAX 244-0767)  
Phone Number / Fax Number

LC LLC U C AOL  
E-Mail Address

\_\_\_\_\_  
Signature of Landlord/Lessor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City/Town, State, Zip Code

\_\_\_\_\_  
Phone Number / Fax Number

\_\_\_\_\_  
E-Mail Address

S 13d 55' 09" E - 82.11'  
PROPERTY LINE

GRADING & CLEARING AREA 2387 SQ. FT.  
MAX. BUILDING HEIGHT 21'-0"

47'-0"

GRADING & CLEARING LIMITS

20'-0"

NEW CONSTRUCTION

EXISTING STRUCTURE

11'-0"

RETAINING WALL

RETAINING WALL

N 75d 30' 08" E - 105.00'  
PROPERTY LINE

S 75d 30' 08" W - 105.00'  
PROPERTY LINE

GRADING & CLEARING LIMITS

15'-0"

NEW CONSTRUCTION

EXIST. STRUCTURE

N 13d 55' 09" E 82.11'  
PROPERTY LINE

7227 DELL AVENUE  
1/8" = 10'

**CLIFTON PLANNING COMMISSION  
TOWN OF CLIFTON, VIRGINIA  
APPLICATION FOR USE PERMIT**

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. The undersigned has enclosed herewith a check made payable to the "Town of Clifton" for the required application review fee.

Date Submitted to Town Clerk: 1/15/02  
Date Submitted to Chairman of Planning Commission: 1/15/02

1. Type:  Construction  Residential  Non-Residential  Home Business  
2. Name of Applicant: Jeff & Michelle Stein / Bryce Jarman  
3. Owner of Property: Jeff & Michelle Stein  
4. Name of Business/Organization: NA  
5. Owner of Business/Organization: NA  
6. Address of Premises: 7227 Dell Ave. Clifton VA  
7. Tax Map Number: \_\_\_\_\_  
8. Attach Copy of Plat for Property:  Plat Attached  
9. Attach Floor Plan (All Non-Residential and Home Business):  Floor Plan Attached  
10. Zoning District of Premises:  
 Residential  Commercial  Agricultural  Industrial  
11. Describe Purpose of Application:  
New addition to existing structure

12. If Commercial, Home Business, Agricultural or Industrial:

- Describe Operation: \_\_\_\_\_
- Number of Employees: \_\_\_\_\_
- Days and Hours of Operation: \_\_\_\_\_
- Number of Client Visits per Day: \_\_\_\_\_
- Square Footage of Premises: \_\_\_\_\_
- Number of Off-Street Parking Spaces Available: \_\_\_\_\_
- Number of Off-Street Parking Spaces Required: \_\_\_\_\_
- For Home Business Only, Gross Square Footage of Dwelling: \_\_\_\_\_

13. Application Fee Enclosed: \_\_\_\_\_

(\$250 for new home or commercial construction; \$150 for adding to existing buildings, or new residential construction other than new homes, where the addition or new construction costs over \$25,000; \$25 for all other construction, and any other use permit)

[Signature]  
Signature of Applicant/Agent

1/15/02  
Date

P.O. Box 201  
Mailing Address

Clifton VA 20124  
City/Town, State, Zip Code

830-8713 (FAX 244-0707)  
Phone Number / Fax Number

lcllc@ccadl.com  
E-Mail Address

\_\_\_\_\_  
Signature of Landlord/Lessor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City/Town, State, Zip Code

\_\_\_\_\_  
Phone Number / Fax Number

\_\_\_\_\_  
E-Mail Address

S 13d 55' 09" E 82.11'

PROPERTY LINE

GRADING & CLEARING AREA 2387 SQ. FT.  
MAX. BUILDING HEIGHT 21' 0"

47'-0"

GRADING & CLEARING LIMITS

20'-0"

NEW CONSTRUCTION

EXISTING STRUCTURE

11'-6"

RETAINING WALL

RETAINING WALL

S 75d 30' 08" W 105.00'

PROPERTY LINE

N 75d 30' 08" E 105.00'

PROPERTY LINE

GRADING & CLEARING LIMITS

18'-0"

NEW CONSTRUCTION

EXIST. STRUCTURE

N 13d 55' 09" E 82.11'

PROPERTY LINE

7227 DELL AVENUE

1/8" = 10'



February 5, 2002, 7:30 P.M.  
CLIFTON TOWN MEETING HALL, 12641 CHAPEL ROAD

CLIFTON TOWN COUNCIL MEETING

AGENDA

- |  |   |
|--|---|
| 1. Treasurers Report                   | Chesley<br>Arnold<br>Buckley            |
| 2. Planning Commission                 | Harrington                              |
| a. Applications                        | Hollaway                                |
| b. Letter re: Canary Cottage           | Nickum                                  |
| 3. ARB                                 |   |
| a. Applications                        | Jarrendt                                |
| b. Letter re: Apollo Group Sign        | Effros<br>Barton<br>Wallace<br>Williams |
| 4. BZA                                 |   |
| 5. Affordable Housing Program Status   |   |
| 6. Transportation Issues               |   |
| a. Traffic Flow/Counts                 |   |
| b. Safety                              |   |
| c. Speeding/Fines in Residential Areas |   |
| 7. Other                               |   |
| a. Lions Club Banner                   |   |
| b. Homes Tour Banner                   |   |
| c. Potomac Vintage Motorcycle Tour     |   |

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

Posted, Post Office and Store

Minutes  
Clifton Town Council Meeting  
Tuesday, January 8, 2002  
Clifton Town Hall

Present: Mayor Jim Chesley, Mac Arnold, Margo Buckley, Laura Harrington (8 P.M.), Bill Hollaway, Wayne Nickum, Town Attorney Rod Williams; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Motion made to approve minutes from December 4, 2001, Town Council meeting. Approved unanimously: Chesley, Arnold, Buckley, Hollaway, Nickum.
2. Treasurer's Report: Marilyn Barton. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Hollaway, Nickum.
3. Planning Commission: Bill Hollaway
  - a. 12653 School Street lot septic field: plan approved by county.
  - b. Lot 2, Frog Hill: realignment of driveway, to make it separate from original Franca driveway. Approved unanimously: Chesley, Arnold, Buckley, Hollaway, Nickum.
  - c. Modifications discussed regarding original Frog Hill subdivision plan
  - d. Town sewage system issue concerning the increasing capacity of tanks. Three areas proposed with one tucked into the woods and out of sight, with \$60,000 budgeted for landscaping. Aim is the rehabilitation of existing system and Bill recommends we move forward in this direction with same pump and haul system. Before county use permit is approved by the town, it is recommended that a public meeting be held. In the meantime, the county wants to know if we are serious before they initiate design plan. Motion made to recommend that county proceed to first step of design. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
  - e. Tom Peterson use permit submitted after concrete was poured in August, 2001. Planning Commission requested that Peterson submit a C-bay plan of development. To date, this has not been submitted. A letter will be sent to remind him that this is due.
4. ARB: Laura Harrington
  - a. Tom Burdette fence design approved
  - b. Jim Swing's addition to home on Newman Road approved
  - c. Letter needs to be sent to Apollo Group concerning sign, with copy to Petersons; sign is in violation of Section 9-24 of Town Ordinance
5. Signing of HUD contract: one page escrow agreement presently being drafted by Rod Williams. Motion made to approve the signing of contract once escrow agreement is received. Yays: Chesley, Arnold, Harrington, Hollaway, Nickum. Abstain: Buckley. Motion passes.
6. Clifton's 100th Anniversary Celebration update: Lynne Garvey Hodge. Town and CBA to provide equal funding amounts. Motion made for town to provide \$2000 toward event expenses. Approved unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
7. Speeding problems on Yates Ford and Henderson Roads were discussed. Concerns relating to this and other locations should be relayed to Jimmy so he can inform VDOT. Traffic and speed counts will be conducted.
8. Discussion of enforcement of B&B ordinance (Section 9-24), pertaining to an event held at a B&B and for which there is a charge. Letter of complaint sent to members of the Council by Margo Buckley. Lynne Garvey Hodge responded with a letter she wrote and read aloud to Town Council. She also offered

to send a check to the town for the amount of money she collected for the event. Motion made to reject check. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

9. Farmer's Market: Deb Dillard. Deb would like to take out an ad in the NOVEC magazine to advertise Clifton's market.

10. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

TOWN OF CLIFTON, VIRGINIA

TREASURER'S REPORT

5-Feb-02

STATEMENT OF CASH BALANCES

Regular Checking Account:	\$2,709
Money Market Savings Account:	\$58,076
Planning Commission Escrow: Overson	<u>\$5,681</u>
TOTAL CASH BALANCE:	<u><u>\$66,466</u></u>

Treasurer's Report prepared by:

Marilyn Barton  
Treasurer

**January 8, 2002, 7:30 P.M.**  
**CLIFTON TOWN MEETING HALL, 12641 CHAPEL ROAD**

**CLIFTON TOWN COUNCIL MEETING**

**AGENDA**

- |                                     |                   |
|-------------------------------------|-------------------|
| <b>1. Treasurer's Report</b>        | <b>Chesley</b>    |
| <b>2. Planning Commission</b>       | <b>Arnold</b>     |
| <b>a. Applications</b>              | <b>Buckley</b>    |
| <b>3. ARB</b>                       | <b>Harrington</b> |
| <b>a. applications</b>              | <b>Hollaway</b>   |
| <b>4. BZA</b>                       | <b>Nickum</b>     |
| <b>5. Other</b>                     | <b>Jarrendt</b>   |
| <b>a. transportation discussion</b> | <b>Effros</b>     |
| <b>b. signing of HUD contract</b>   | <b>Barton</b>     |
|                                     | <b>Wallace</b>    |
|                                     | <b>Williams</b>   |

**If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 703-830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.**

**Posted: Post Office and Clifton General Store**

Minutes  
Clifton Town Council Meeting  
Tuesday, December 4, 2001  
Clifton Town Hall

Present: Mayor Jim Chesley, Mac Arnold, Bill Hollaway, Wayne Nickum, Town Attorney Rod Williams; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Motion made to approve minutes from November 6, 2001, Town Council meeting. Approved unanimously: Chesley, Arnold, Hollaway, Nickum.
2. Treasurer's report: Marilyn Barton. Approved unanimously: Chesley, Arnold, Hollaway, Nickum.
3. Planning Commission: Bill Hollaway
  - a. Burdette use permit for construction of deck on Clifton Heights home. Approved unanimously: Chesley, Arnold, Hollaway, Nickum.
4. H.U.D. project update: Bill Hollaway. Bill recommended that Town Council members review contract between Welcome Homes Affordable Housing, Inc. and Town of Clifton, and that signing of contract be scheduled for January meeting. Approved unanimously: Chesley, Arnold, Hollaway, Nickum.
5. Discussion of zoning violation: a sign advertising the Apollo Construction Company has been constructed without ARB approval. Royce Jarrendt will be contacted regarding this issue. It was suggested that new owners or businesses be given information in how to obtain a copy of Town Code and Ordinances when moving into Clifton.
6. Clifton Heights parking issue: six of the eight property owners of this subdivision would like to prohibit public parking along Clifton Heights Lane. Point made, however, that once this becomes a public road, it is VDOT that has the authority to place NO PARKING signs, not the homeowner association. The two choices would be designation of the road as a no parking road, or a public parking road. Homeowners said they would continue discussion of the issue at their next association meeting.
7. Discussion of deteriorating town street signs: Wayne will check into this and report back to Council.
8. CBA/Town Committee has not met as of this date.
9. There is a possibility that the Audubon Society /Webb Sanctuary and Buckley Park can be put under permanent protection as part of a conservation easement. An information meeting of the NOVA Conservation Trust will be held in January to discuss some of the ways a town can protect its natural areas.
10. Motion made to change January Town Council meeting from first to second Tuesday of the month (January 8, 2002.) Approved unanimously: Chesley, Arnold, Hollaway, Nickum.
11. Motion made to adjourn: Chesley, Arnold, Hollaway, Nickum.

TOWN OF CLIFTON, VIRGINIA

TREASURER'S REPORT

8-Jan-02

STATEMENT OF CASH BALANCES

Regular Checking Account:	\$277
Money Market Savings Account:	\$57,003
Planning Commission Escrow: Overson	<u>\$5,681</u>
<b>TOTAL CASH BALANCE:</b>	<b><u><u>\$62,961</u></u></b>

Treasurer's Report prepared by:

Marilyn Barton  
Treasurer

01/07/02

**Town of Clifton**  
**Profit & Loss Budget vs. Actual**  
**July through December 2001**

	Jul - Dec '01	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Grants</b>				
<b>Federal</b>				
<b>Federal Grant-Land</b>				
Town Match - Land	0	6,000	(6,000)	0%
CBA Match - Land	0	6,000	(6,000)	0%
Federal Grant-Land - Other	0	48,000	(48,000)	0%
<b>Total Federal Grant-Land</b>	0	60,000	(60,000)	0%
<b>Transportation Project-Trails</b>				
CBA Match - Trails	0	2,262	(2,262)	0%
Town Match-Trails	0	0	0	0%
Town Inkind -Trails	0	2,262	(2,262)	0%
Transportation Project-Trails - Other	0	18,096	(18,096)	0%
<b>Total Transportation Project-Trails</b>	0	22,620	(22,620)	0%
<b>Total Federal</b>	0	82,620	(82,620)	0%
<b>State</b>				
<b>Fire Program Funds</b>	14,000	4,000	10,000	350%
<b>Total State</b>	14,000	4,000	10,000	350%
<b>Total Grants</b>	14,000	86,620	(72,620)	16%
<b>Tax and Permits Revenue</b>				
Utility Consumption Tax	434			
Motor Vehicle Tags	4,513	3,900	613	116%
Sales Tax	5,964	7,566	(1,602)	79%
Cigarette Tax	814	500	314	163%
BPOL tax	238			
ABC Profits	329	420	(91)	78%
Use Permits	575	2,250	(1,675)	26%
ARB Permits	10	1,080	(1,070)	1%
PC-Subdivision	1,500			
Railroad Tax	1,504	1,668	(164)	90%
<b>Total Tax and Permits Revenue</b>	15,880	17,384	(1,504)	91%
<b>Community Hall Revenues</b>				
Community Hall Rentals	5,075	5,250	(175)	97%
<b>Total Community Hall Revenues</b>	5,075	5,250	(175)	97%
<b>Book Sales Income</b>	(60)	0	(60)	100%
<b>Car Show Income</b>	0	125	(125)	0%
<b>Haunted Trail Event</b>	0	6,000	(6,000)	0%
<b>Clifton Day Revenues</b>	963	1,000	(37)	96%
<b>Homes Tour/Bazaar</b>	0	2,200	(2,200)	0%
<b>Farmers' Market Income</b>	0	971	(971)	0%
<b>Park Rental</b>	100	200	(100)	50%
<b>Interest Income</b>	415	323	92	129%
<b>S.R. - Litter Control Grant</b>	1,000			
<b>Other Income</b>	0	0	0	0%



01/07/02

**Town of Clifton**  
**Profit & Loss Budget vs. Actual**  
**July through December 2001**

	Jul - Dec '01	Budget	\$ Over Budget	% of Budget
<b>Total Income</b>	37,374	120,073	(82,699)	31%
<b>Expense</b>				
Uncategorized Expenses	0			
<b>Payroll Expenses</b>				
<b>Gross Wages</b>				
Town Clerk (Administrative)	0	0	0	0%
Town Clerk (Recording)	1,750	1,750	0	100%
Town Treasurer	1,750	1,750	0	100%
<b>Total Gross Wages</b>	3,500	3,500	0	100%
<b>Payroll Taxes</b>				
FICA	0	434	(434)	0%
Medicare	0	102	(102)	0%
<b>Total Payroll Taxes</b>	0	536	(536)	0%
<b>Total Payroll Expenses</b>	3,500	4,036	(536)	87%
<b>Contractual</b>				
<b>Insurance</b>	1,820	2,300	(480)	79%
<b>Town Government</b>				
Architectural Review Board	0	250	(250)	0%
Planning Commission	823	500	323	165%
<b>Total Town Government</b>	823	750	73	110%
<b>Professional Fees</b>				
Accounting	0	2,500	(2,500)	0%
Legal Fees	3,830	1,750	2,080	219%
Special Counsel	0	5,750	(5,750)	0%
<b>Total Professional Fees</b>	3,830	10,000	(6,170)	38%
<b>Rent</b>				
Railroad Siding Rental	100	400	(300)	25%
Ayre Square Rental	457	500	(43)	91%
<b>Total Rent</b>	557	900	(343)	62%
<b>Town Maintenance</b>				
Beautification Comm.	110	1,250	(1,140)	9%
Grounds Maintenance	737	1,750	(1,013)	42%
Town Hall Maintenance	64	5,000	(4,936)	1%
Ayre Square Maintenance	50			
<b>Total Town Maintenance</b>	961	8,000	(7,039)	12%
<b>Town Services</b>				
Fire Program	0	4,000	(4,000)	0%
Elections	0	600	(600)	0%
Grass Mowing	2,400	1,750	650	137%
Trash Collection	706	700	6	101%
<b>Total Town Services</b>	3,106	7,050	(3,944)	44%
<b>Utilities</b>				
Gas and Electric	187	1,900	(1,713)	10%

01/07/02

**Town of Clifton**  
**Profit & Loss Budget vs. Actual**  
**July through December 2001**

	Jul - Dec '01	Budget	\$ Over Budget	% of Budget
Water	142	125	17	114%
<b>Total Utilities</b>	<b>329</b>	<b>2,025</b>	<b>(1,696)</b>	<b>16%</b>
Legal Advertising	0	500	(500)	0%
Printing and Reproduction	0	300	(300)	0%
Dues and Subscriptions				
Va. Municipal League	306	267	39	115%
Dues and Subscriptions - Other	45	105	(60)	43%
<b>Total Dues and Subscriptions</b>	<b>351</b>	<b>372</b>	<b>(21)</b>	<b>94%</b>
Mayoral Reimbursement	669	500	169	134%
Caboose Expenses				
Caboose Electric	94	50	44	187%
Caboose - Trentane Gas	102	150	(48)	68%
Caboose Maintenance	0	1,250	(1,250)	0%
<b>Total Caboose Expenses</b>	<b>196</b>	<b>1,450</b>	<b>(1,254)</b>	<b>14%</b>
Community Hall Expenses				
C.H.-Equipment	190	1,000	(810)	19%
C.H.-General Maintenance	334	1,450	(1,116)	23%
C.H.-Cleaning	900	900	0	100%
C.H. Floors	500	1,200	(700)	42%
C.H. - Electric	3,212	3,500	(288)	92%
C.H.-Management Fee	1,665	1,637	28	102%
<b>Total Community Hall Expenses</b>	<b>6,801</b>	<b>9,687</b>	<b>(2,886)</b>	<b>70%</b>
Clifton Day Expenses	939			
Homes Tour/Bazaar Exp	0	600	(600)	0%
Miscellaneous	0	2,500	(2,500)	0%
<b>Total Contractual</b>	<b>20,383</b>	<b>46,934</b>	<b>(26,551)</b>	<b>43%</b>
Car Show Expense	125	125	0	100%
Farmers' Market Expense	0	194	(194)	0%
Haunted Trail Expenses	408	2,000	(1,592)	20%
Clifton Book Publication	0	0	0	0%
Commodities				
Copies	31	150	(119)	21%
Postage and Delivery	251	129	123	195%
Computer Supplies	0	350	(350)	0%
Office Supplies	65	450	(385)	14%
License Plates	520	1,028	(508)	51%
Miscellaneous	636	300	336	212%
<b>Total Commodities</b>	<b>1,503</b>	<b>2,407</b>	<b>(903)</b>	<b>62%</b>
CIF Expenses				
CIF-Playground Impr.	0	500	(500)	0%
CIF-Miscellaneous	0	500	(500)	0%
<b>Total CIF Expenses</b>	<b>0</b>	<b>1,000</b>	<b>(1,000)</b>	<b>0%</b>
Fed Fund-Transportation Proj				
F.F. - Transp. Project-Land	0	60,000	(60,000)	0%
F.F.- Transp. Project-Trails	1,103	20,358	(19,255)	5%

01/07/02

**Town of Clifton**  
**Profit & Loss Budget vs. Actual**  
**July through December 2001**

	Jul - Dec '01	Budget	\$ Over Budget	% of Budget
F. F.-Transp - Inkind Srvs	0	2,262	(2,262)	0%
Fed Fund-Transportation Proj - Other	0	0	0	0%
<b>Total Fed Fund-Transportation Proj</b>	<u>1,103</u>	<u>82,620</u>	<u>(81,517)</u>	<u>1%</u>
<b>Total Expense</b>	<u>27,022</u>	<u>139,315</u>	<u>(112,293)</u>	<u>19%</u>
<b>Net Ordinary Income</b>	<u>10,351</u>	<u>(19,242)</u>	<u>29,594</u>	<u>(54)%</u>
<b>Net Income</b>	<u><u>10,351</u></u>	<u><u>(19,242)</u></u>	<u><u>29,594</u></u>	<u><u>(54)%</u></u>

01/08/02

**Town of Clifton**  
**Transaction Detail By Account**  
**July through December 2001**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>Grants</b>					
<b>State</b>					
<b>Fire Program Funds</b>					
Cash Sale	9/28/2001	00-541	cOMmonwealth of Va.	Fire Program Ref A960200109053109	4,000.00
Cash Sale	9/28/2001	00-542	cOMmonwealth of Va.	Fire Program ref A960200109243154	6,000.00
Cash Sale	9/28/2001	00-543	cOMmonwealth of Va.	Fire Progam ref # A960200108023061- FP00244P	4,000.00
Total Fire Program Funds					<u>14,000.00</u>
Total State					<u>14,000.00</u>
Total Grants					<u>14,000.00</u>
<b>TOTAL</b>					<u><u>14,000.00</u></u>

01/07/02

**Town of Clifton**  
**Transaction Detail By Account**  
July through December 2001

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
<b>Tax and Permits Revenue</b>						
<b>PC-Subdivision</b>						
Cash Sale	10/1/2001	00-561	RJL Assoc...	Planning Commission - Sub-division- TP Lots 3-A1&3A2 Invoice 500	500.00	500.00
Cash Sale	10/1/2001	00-562	RJL Assoc...	Planning Commission - Sub-division-TP Lots 3A1 & 3A2, Invoice #1000	1,000.00	1,500.00
Total PC-Subdivision					1,500.00	1,500.00
Total Tax and Permits Revenue					1,500.00	1,500.00
<b>TOTAL</b>					<b>1,500.00</b>	<b>1,500.00</b>

01/07/02

**Town of Clifton**  
**Transaction Detail By Account**  
July through December 2001

Type	Date	Num	Name	Memo	Cir	Amount	Balance
<b>Contractual</b>							
<b>Professional Fees</b>							
<b>Legal Fees</b>							
Bill	7/29/2001	Retainer 02	Foley & Lardner	FY02 Retainer		3,500.00	3,500.00
Bill	10/27/2001	4758960007	Foley & Lardner	Taylor Property Escrow-Legal Fees		330.00	3,830.00
<b>Total Legal Fees</b>						<u>3,830.00</u>	<u>3,830.00</u>
<b>Total Professional Fees</b>						<u>3,830.00</u>	<u>3,830.00</u>
<b>Total Contractual</b>						<u>3,830.00</u>	<u>3,830.00</u>
<b>TOTAL</b>						<u><u>3,830.00</u></u>	<u><u>3,830.00</u></u>

01/08/02

**Town of Clifton**  
**Transaction Detail By Account**  
**July through December 2001**

Type	Date	Num	Name	Memo	Clr	Amount	Balance
<b>Contractual</b>							
<b>Town Services</b>							
<b>Grass Mowing</b>							
Bill	7/29/2001	9654	Green Valley Landsc...	June mowings		600.00	600.00
General Journal	7/31/2001		Green Valley Landsc...	June 01 reverse a...		(600.00)	0.00
Bill	8/27/2001	9849	Green Valley Landsc...	July Mowings		750.00	750.00
Bill	9/28/2001	Inv 10058	Green Valley Landsc...	Aug Mowings		600.00	1,350.00
Bill	11/9/2001	10272	Green Valley Landsc...	Sept Mowings		600.00	1,950.00
Bill	11/30/2001	10491	Green Valley Landsc...	Oct Mowings		450.00	2,400.00
Total Grass Mowing						2,400.00	2,400.00
Total Town Services						2,400.00	2,400.00
Total Contractual						2,400.00	2,400.00
<b>TOTAL</b>						<b>2,400.00</b>	<b>2,400.00</b>

Minutes  
Clifton Town Council Meeting  
Tuesday, March 5, 2002  
Clifton Town Hall

Present: Mayor Jim Chesley, Mac Arnold, Margo Buckley, Laura Harrington, Bill Hollaway, Wayne Nickum, Town Attorney Rod Williams; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Motion made to approve minutes from February 5, 2002, Town Council meeting. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
2. Planning Commission: Bill Hollaway. No report tonight.
3. ARB: Laura Harrington
  - a. fence design approved: Heather and Rob Clark, 12653 School Street.
  - b. fence design approved: July Guy and Tom Peterson, 7150 Main Street.
  - c. resubmission of plans required for Engel carriage house
  - d. Hermitage Inn fence: question over new fences needing use permit; Planning Commission will address
  - e. Apollo group: no show
4. BZA: no report tonight
5. Treasurer's report: no report tonight
6. VDOT traffic presentation
  - a. report on recent traffic study using stealth pads to record speeds of cars entering and leaving the town of Clifton on 2/20/02; many drivers are traveling speeds beyond the 25 mph limit
  - b. main problems: volume and speeding
  - c. suggestions to address problem: traffic light, additional stop signs, radar gun, and posted signs warning that cars going 10 miles over speed limit will be charged an additional \$200 fine. Supervisor McConnell, as well as residents, would have to approve such traffic calming devices. Areas being considered are Newman Road at Colchester, Clifton Road south to Yates Ford Road, Clifton Road north to Clifton Elementary, and Chapel Road to Glen Cove. These sites were suggested as locations for erection of posted warning and speed limit (35 mph) signs.
  - d. town must set priorities for which streets are of most concern; VDOT will put counters on Dell and Chapel Street and report back to town with results
7. Motion made to arrange for VDOT to conduct traffic study and also arrange to have Fairfax County Police representative from traffic enforcement speak at the April, 2002, Town Council meeting. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
8. Bill Hollaway reported that subdivision on Wesley Tyler Drive is proceeding as planned, without construction vehicles having to pass through the parking lot at Clifton Elementary.
9. The 2003 Budget needs to be finalized and approved in June. A public hearing will be scheduled for June 4, 2002, at 7 P.M. A special meeting will be held later on in June for final budget approval.
10. Motion made to address language and specifics of the town use permit at April Town Council meeting. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.



11. Mowing bids announcement must be posted at store and post office, with deadline for replies being April 1, 2002.
12. Need for judges at May town election voting location. Chief judge is Michelle Stein. Notice needs to be posted at store and post office calling for two additional judges.
13. Discussion of clean-up and removal of props following town events.
14. Mayor Chesley mentioned the Northern Virginia Cigarette Board. If anyone is interested in serving on this board , contact Jimmy.
15. Motion made to buy radar gun for town to enforce speed limit. Ayes: Arnold, Buckley, Harrington, Hollaway, Nickum. Abstain: Chesley. Motion passed.
16. Robin Beard expressed concern over the recent property assessments of town properties, with one resident's property assessment increasing by 100%. Motion made for town to request a listing of real estate assessments with a comparison between the years 2001 and 2002. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
17. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

March 5, 2002, 7:30 P.M.  
CLIFTON TOWN MEETING HALL, 12641 CHAPEL ROAD

CLIFTON TOWN COUNCIL MEETING

AGENDA

- 1. Treasurer's Report - *No report - no show* - *next year's budget (no show) - Marilyn*
- 2. Planning Commission
  - a. Applications
- 3. ARB
  - a. applications
- 4. BZA - *No report*
- 5. VDOT transportation presentation
- 6. Affordable Housing update
- 7. Other
  - a. McNamara letter (re: use of CBA barn)
  - b. Clean-up after town events

Chesley  
Arnold  
Buckley  
Harrington  
Hollaway  
Nickum  
Jarrendt  
Effros  
Barton  
Wallace  
Williams

*c. grass mowing } needs*  
*d. cigarette tax*  
*e. Chesapeake Bay: new regulations*  
*Posted around meeting*

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 703-830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

Posted: Post Office and Clifton General Store

3/5/02

1. Minutes: unan. approved

2. Planning Comm. (no report) ???

to  
quite unusual, the  
say least

3. ALB Heathrow 12653 School St

Fence Clark fenced on School St.  
" Julie & Tom Guy → both  
" Guy Peterson 7150 Main St.

L. Harrington

(Resubmission)  
house plan / carriage house  
Apollo group did not show

new fence - Hermitage?

new fences need use permit → how far  
back do we go? To consider by Planning Comm

4. BZA - no report tonight

Newman Rd in front  
of area of Hermitage

5. DOT presentation →

recent speeding report from 2/20/02 (25mph) - 22 hours  
report

into town 4658  
out of town 4707

Many are surpassing the speed limit  
of 25 mph

(A resident brought a  
photo of overtaken  
car on Newman  
where speed limit  
is 15 mph.)

Main  
problems } Volume  
Speeding

stealth.  
photo used in  
this report  
to record  
speeds  
of cars

2

VDOT presentation } Speed chart, etc. }

We have a crash, speeding, volume problem.

What does VDOT suggest we consider to address this problem?

Traffic Light is warranted due to:  
- accidents  
- 4 hour traffic volumes } peak hour

Chapel & Main intersection  
Scene of main streets } <sup>⊗</sup> worst problem in town  
\* 5 accidents within last 4 months

But our traffic problem will increase w/ a light -  
Chapel Main & School St.

VDOT Traffic calming / Speed control ideas

10 mi. over posted limit → can charge \$200 fine

We must have resident + supervisor approval  
Edine McConnell's - how do we get currance

Ballot / petition?  
Before or after survey?

4 major areas to post

3.

- ① Colchester
- ② Yates Ford into town
- ③ ~~Mc Gill's Crossing~~  
Elm. School
- ④ Chapel Road @ glow curve

4 locations to study to be posted (must be 35 mph)

Traffic enforcement policy } April agenda - person from traffic enforcement

\* Motion → to approve getting this person to speak at April mtg. unanimously approved by T.C. Council

Residents should call police consistently when accidents occur →

Other ideas:

Radar camera / radar gun for our town

average speed over 35 mph and 85% over speed by 5 miles

Traffic calming requirements - #

\* Jimmy will get in touch w/ E. McConnell

Town has to set priorities for ~~the~~ which streets are of the most concern -

VDOT can put counters on these streets: Del and Chapel St.



Per Bill #:

(2)

(6) Subdivision going in by Wesley Tyler Drive - w/o going through elem. school parking lot

(7) Affordable Housing Contract program not dead - we're moving ahead - ~~Wesley~~

7 days after Public Hearing

~~Other~~ Other

(8) ~~2003~~ Budget > must be finalized needs to be approved in June

Wayne: no presentation yet from Marilyn

Everyone should be thinking -

DATA is needed in order to discuss proposed

7 PM June 4th  
2003 Budget

+ Special Use Permit

700 more days later must be approved

(9) McNamara's letter, requesting permission to use town for AIDS tent - April 27, 2002 (Benefit Concert)

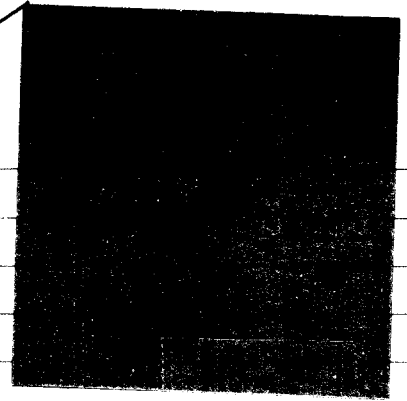
Why do they need a use permit -

Amendment of ordinance is needed to grant approval of use permit

Do we need to be asked?

Do we have special use permit authority - no, not now - but we need to have this for the future - it will be a zoning ordinance violation in the county? It's up to you -

6



throw this out - INCLUDE IN MINUTES

Next month

\* Motion to address long. + specific use permits from unanimously passed  
Get clarification from Wayne on this

Long maint exam

\$150/a pop (visit)

- Payre square
- Triangle
- Round green

Post notice - P.O. + store

Bids for cutli for mowers 5 areas in town

Deadline: April 1<sup>ST</sup>

Motion approved



(7)

Manure?

Ayre St.  
Town Hall

Do we  
appear or not?

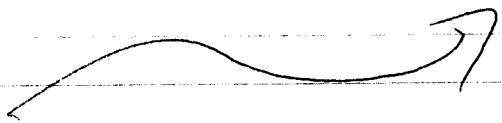
Town ~~at~~ election

13  
hours  
shift

Chief judge: Deb Dillard  
other: Michelle Stein  
Chief

Post

never  
never  
dangerous  
what a  
fucking  
bitch



Northern  
Cigarette tax - vote on issue -  
Board

found - anyone interested - or serving on this  
contact Jimmy

Radar Guy - re: Wayne  
\$80.00

[Fairfax will issue letters]

letter  
can  
be sent to  
Appledun  
way to deal  
with  
speeding  
abstain  
Jimmy  
up to  
\$200 to  
purchase  
- good

Motion to  
buy 5 cars

Current property  
Assessments

Robin Beard →

some  
as high as  
100% (Tom  
Peterson)

Just wanted  
to throw  
on the table

to get  
the  
assessment document  
to see  
the  
request

→  
given to  
request

## SPEEDS

### TOWN OF CLIFTON

SPEED TYPE/ PERCENTAGE	CHAPEL ROAD		MAIN STREET		PENDLETON AVENUE		CLIFTON ROAD	
	#1 EB	#2 WB	#3 SB	#4 NB	#5 SB	#6 NB	#7 SB	#8 NB
Total 24 hour volume	504	514	5136	5407	230	247	4102	4263
Average	23 mph	23 mph	18 mph	19 mph	21mph	22 mph	25 mph	27 mph
Mode	25 mph	25 mph	20 mph	20 mph	20 mph	20 mph	25 mph	30 mph
85th	32 mph	30 mph	25 mph	27 mph	29 mph	30 mph	30 mph	34 mph
% Exceeding 25mph	21.80%	16.10%	2.63%	5.49%	10.40%	13%	13.90%	54.50%
% exceeding 55 mph	0.00%	0.00%	0.12%	0.45%	0.43%	0%	0.07%	0.02%

### TRAFFIC TRIANGLE

SPEED TYPE/ PERCENTAGE	MAIN STREET	MAIN STREET	CHAPEL ROAD	CHAPEL ROAD
	#9 EB	#10 WB	#11 SB	#12 SB
Total 24 Hour Volume	5683	814	267	4411
Average	17 mph	28 mph	14 mph	22 mph
Mode	15 mph	30 mph	10 mph	20 mph
85th	24 mph	38 mph	24 mph	30 mph
% Exceeding 25 mph	5.88%	54.40%	12.90%	14.20%
% Exceeding 55 mph	0.22%	0.25%	0.00%	0.25%

### VEHICLE CLASSIFICATIONS

TOWN OF CLIFTON

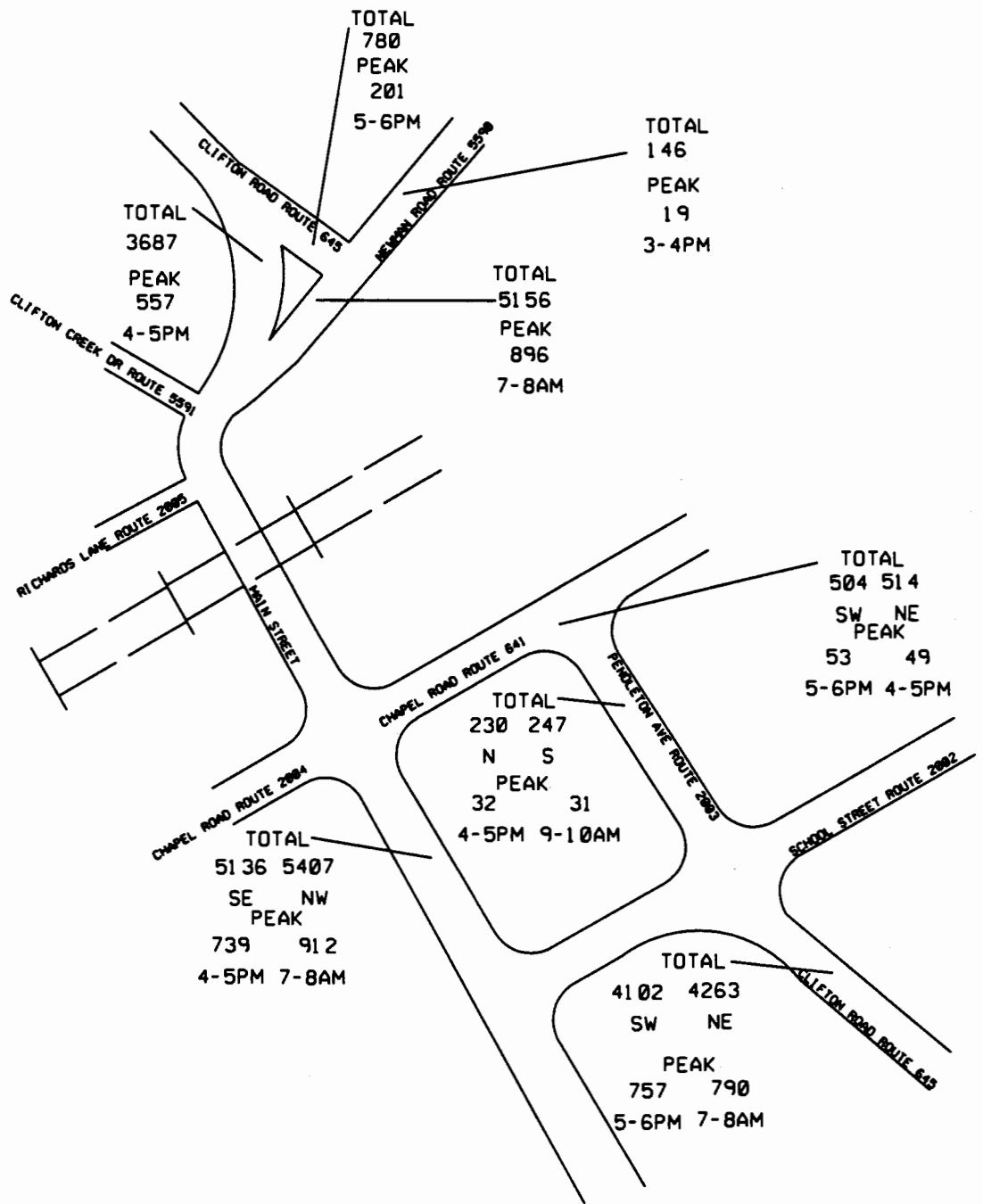
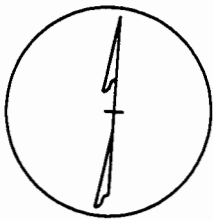
*2 1/2 Hr Restaurant*

*Gonnell's house*

VEHICLE TYPE	CHAPEL ROAD				MAIN STREET				PENDLETON AVENUE				CLIFTON ROAD			
	#1 EB		#2 WB		#3 SB		#4 NB		#5 SB		#6 NB		#7 SB		#8 NB	
Passenger Cars	489	97.20%	507	98.60%	4830	98.30%	5185	98.20%	226	98.30%	245	99.60%	4055	98.90%	4126	98.20%
Small Trucks	14	2.80%	7	1.40%	70	1.40%	69	1.30%	3	1.30%	1	0.40%	34	0.80%	50	1.20%
Trucks/Busses	0	0	0	0	10	0.20%	12	0.20%	1	0.40%	0	0.00%	7	0.20%	11	0.30%
Tractor Trailers	0	0	0	0	2	0%	13	0.20%	0	0.00%	0	0.00%	3	0.10%	14	0.30%
Total 24 Hour Volume	503		514		4912		5279		230				4099		4201	

### TRAFFIC TRIANGLE

VEHICLE TYPE	MAIN STREET		MAIN STREET		CLIFTON ROAD		CLIFTON ROAD	
	#9 EB		#10 WB		#11 SB		#12 SB	
Passenger Cars	5420	97.80%	788	98.30%	157	96.90%	3928	97.00%
Small trucks	84	1.50%	12	1.50%	4	2.50%	79	2.00%
Trucks/Bussess	25	0.50%	2	0.20%	0	0.00%	33	0.80%
Tractor Trailers	12	0.20%	0	0.00%	1	0.60%	11	0.30%
Total 24 Hour Volume	5541		802		162		4051	

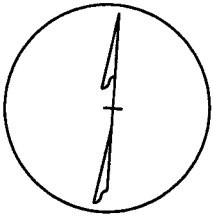


# PEAK HOUR VOLUMES

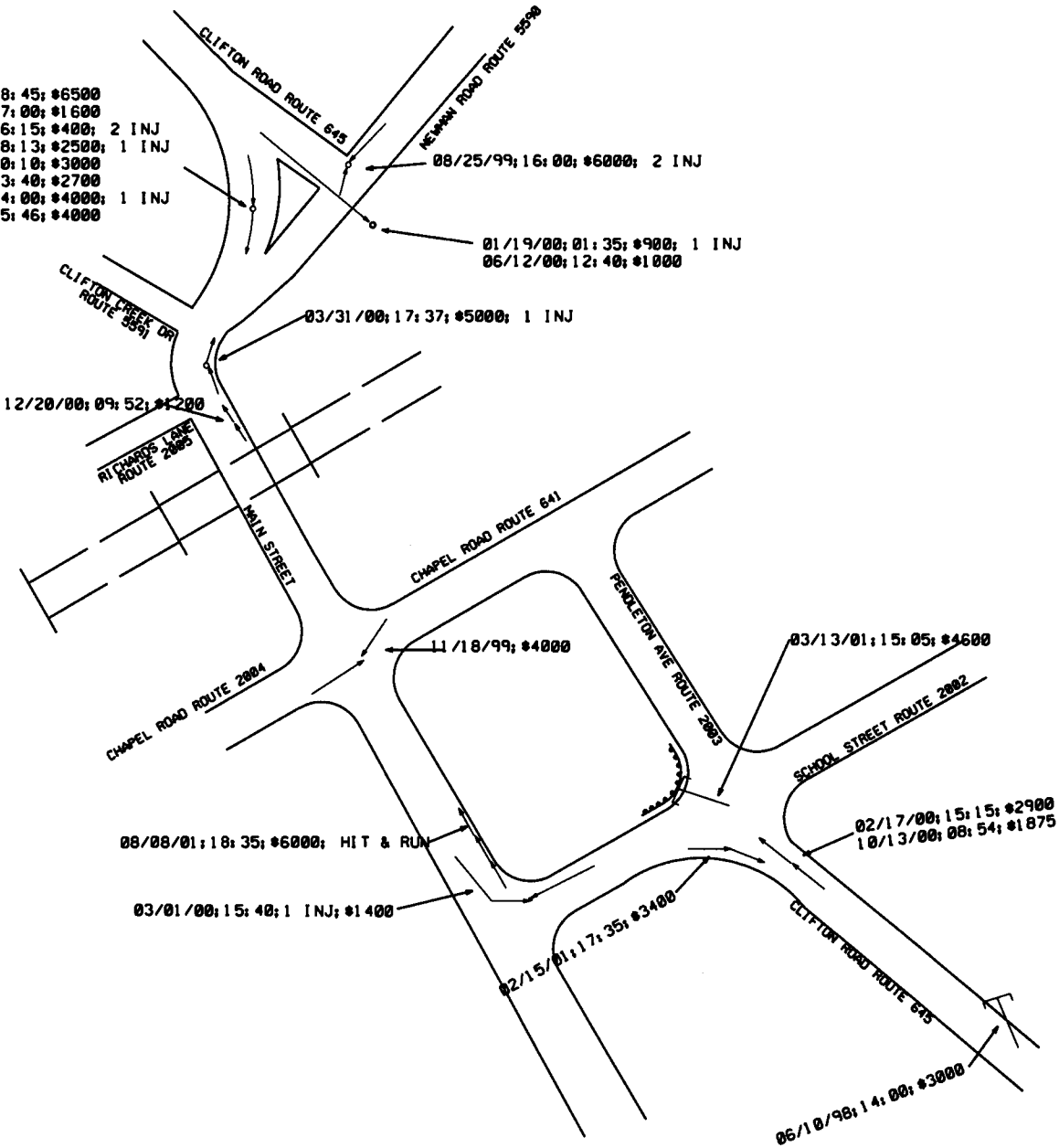
NOT TO SCALE



TO: FILE  
 FROM: K. Nicely  
 COUNTY: Fairfax  
 A.D.C.: 19  
 DATE:  
 BY: Kathy Nicely  
 FILE: CLIFTON.DGN

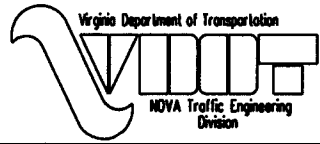


06/06/98; 18: 45; \$6500  
 09/20/01; 17: 00; \$1600  
 06/27/98; 16: 15; \$400; 2 INJ  
 07/12/99; 18: 13; \$2500; 1 INJ  
 05/18/00; 10: 10; \$3000  
 09/29/00; 13: 40; \$2700  
 11/20/00; 14: 00; \$4000; 1 INJ  
 02/12/01; 15: 46; \$4000



CRASH DIAGRAM

NOT TO SCALE



TO: FILE  
 FROM: K. Nicely  
 COUNTY: Fairfax  
 A.D.C.: 19  
 DATE:  
 BY: Kathy Nicely  
 FILE: CLIFTON.DGN

**March 5, 2002, 7:30 P.M.  
CLIFTON TOWN MEETING HALL, 12641 CHAPEL ROAD**

**CLIFTON TOWN COUNCIL MEETING**

**AGENDA**

- |   |                   |
|---|-------------------|
| <b>1. Treasurer's Report</b>                    | <b>Chesley</b>    |
| <b>2. Planning Commission</b>                   | <b>Arnold</b>     |
| <b>a. Applications</b>                          | <b>Buckley</b>    |
| <b>3. ARB</b>                                   | <b>Harrington</b> |
| <b>a. applications</b>                          | <b>Hollaway</b>   |
| <b>4. BZA</b>                                   | <b>Nickum</b>     |
| <b>5. VDOT transportation presentation</b>      | <b>Jarrendt</b>   |
| <b>6. Affordable Housing update</b>             | <b>Effros</b>     |
| <b>7. Other</b>                                 | <b>Barton</b>     |
| <b>a. McNamara letter (re: use of CBA barn)</b> | <b>Wallace</b>    |
| <b>b. Clean-up after town events</b>            | <b>Williams</b>   |

**If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 703-830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.**

**Posted: Post Office and Clifton General Store**

Copy

**USE PERMIT**

**TOWN OF CLIFTON, VIRGINIA**

**NAME OF APPLICANT:** Alan Feldenkris and Robin Graine  
**NAME OF OWNER:** Alan Feldenkris and Robin Graine  
**ADDRESS OF PREMISES:** 12752 Chapel Street, Clifton, VA 20124  
**TAX MAP NUMBER:**  
**ZONING DISTRICT:** Residential  
**TYPE OF USE:** Residential: construction of new retaining wall  
**SPECIFIC RESTRICTIONS:** None  
**FEE:** \$25.00

The above use is found to be in conformity with the provisions of the Town of Clifton Town Ordinances.

On the serving of a notice by the Town of Clifton of any violation of any such provisions or requirements with respect to any building or the use thereof, or the use of land, this Use Permit shall become null and void as provided in the Clifton Town Ordinances, Chapter 1, Section 16, and Chapter 9, Section 14, and a new Use Permit shall be required for any further use of such building or land.

(Town Seal)

Approved by: \_\_\_\_\_

James Chesley, Mayor

Date: \_\_\_\_\_



Minutes  
Clifton Town Council Meeting  
Tuesday, April 2, 2002  
Clifton Town Hall

Present: Mayor Jim Chesley, Mac Arnold, Laura Harrington, Bill Hollaway, Wayne Nickum, Town Attorney Rod Williams; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Motion made to approve Town Council minutes from March 5, 2002. Approved unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.
2. Treasurer's report: Marilyn Barton. Motion made to approve cash balance report. Approved unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.
3. Presentation by Fairfax County Department of Public Works and Environmental Services on conversion of structures to assembly use: Audrey Clark and Dan Williams
  - a. Permits required when over 900 square feet are used and more than 50 people involved.
  - b. Refer to Article 1 of the Fairfax County Building Code, section 109.1, which talks about when the county must take over.
  - c. Zoning issues should be dealt with at the town level.
  - d. Use and safety issues are dealt with at the county level.
  - e. Safety should be the biggest concern; county is happy to work with towns to determine what needs to be done to make a building safe for the public. Do not put people at risk!
4. Traffic issues discussed:
  - a. Recent count revealed 10,500 cars per day pass through the town, with four cars traveling over 70 mph.
  - b. Ways to reduce speeding were discussed to include raised cross walks, speed tables, and \$200 fines.
  - c. If a resident witnesses a speeding driver, or a driver not stopping at a stop sign, they can leave a report on line for the Fair Oaks District.

(At this point, Mayor Chesley excused himself from the meeting to talk to the Fairfax County Board officials and thank them for their informational briefing to the town.)

5. Planning Commission: Bill Hollaway
  - a. Gregory use permit for deck, lot 7, Clifton Heights. Motion made to approve. Yays: Arnold, Harrington, Hollaway, Nickum. Abstain: Chesley. Motion passed.
  - b. Watts use permit. Motion made to approve: Yays: Arnold, Harrington, Hollaway, Nickum. Abstain: Chesley. Motion passed.
  - c. Stein use permit. Motion made to approve, contingent upon lot consolidation. Yays: Arnold, Harrington, Hollaway, Nickum. Abstain: Chesley. Motion passed.
  - d. Lane use permit for swimming pool. Motion made to approve, contingent upon ARB approval. Yays: Arnold, Harrington, Hollaway, Nickum. Abstain: Chesley. Motion passed.
  - e. Ordinance change in process; variances and special use permits, along with special exceptions, will be worked out by Planning Commission.

(Mayor Chesley returned to the Town Council meeting.)

6. ARB: no report

*Change to:  
Johnston*

7. Conservation easement: Cliff Fairweather presented information on this type of easement that a landowner places on land to preserve a natural habitat. Cliff is looking at 33 acres for the proposed area to be covered by easements. A draft of this plan will be developed by Katie Goldberg of The Northern Virginia Conservation Trust.
8. Clifton town election on May 7 will be administered by three experienced voting officials, including Don Boyd, Monica Huran, and Bill Welburn. Polls will open at 6 A.M. and close at 7 P.M.
9. Old town hall building, which is presently empty and in need of repair, will be discussed at May Town Council meeting.
10. Concern over beavers in 8 acre park was discussed . Safety issues raised concerning trees being felled by beavers for dam.
11. Motion made to contribute \$2000 to CBA for Clifton's Centennial celebration. Passed unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.
12. Motion made to send \$14,000 check to Clifton Fire Department. The State of Virginia sends us funds for fire protection, which we turn over to fire department. This is a direct pass through of fire protection funds. Passed unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.
13. Reminder: 2nd annual vintage motorcycle ride , April 16, 2002.
14. Real estate tax issues and protest procedures: we are all alarmed at the real estate tax assessment increases for the coming year. In the town of Clifton, out of 122 properties, 83 had a 20% increase in taxes. Motion made to adopt a resolution requesting a reduction in the county tax rate for the next fiscal year, to be sent to the Fairfax County Board of Supervisors. Passed unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.
15. Town Clean Up Day: April 27, 2002
16. Centennial celebration update: mugs, shirts, and posters are ready for sale.
17. Town birthday dinner: April 6, 2002
18. Due to town election, May Town Council meeting will begin one hour late at 8:30 P.M.
19. Mowing bids discussed from the following applicants: Brian Gonzales @ \$350 a mow; Green Valley @ \$150 a mow; and William Arnold, Inc., @ \$125 a mow. Motion made by Bill Hollaway to go with Green Valley, based upon their outstanding existing relationship with the town. Yays: Chesley, Harrington, Hollaway, Nickum. Abstain: Arnold. Motion passed.
20. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.

Minutes  
Clifton Town Council Meeting  
Tuesday, April 2, 2002  
Clifton Town Hall

Present: Mayor Jim Chesley, Mac Arnold, Laura Harrington , Bill Hollaway, Wayne Nickum, Town Attorney Rod Williams; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Motion made to approve Town Council minutes from March 5, 2002. Approved unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.
2. Treasurer's report: Marilyn Barton. Motion made to approve cash balance report. Approved unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.
3. Presentation by Fairfax County Department of Public Works and Environmental Services on conversion of structures to assembly use: Audrey Clark and Dan Williams
  - a. Permits required when over 900 square feet are used and more than 50 people involved.
  - b. Refer to Article 1 of the Fairfax County Building Code, section 109.1, which talks about when the county must take over.
  - c. Zoning issues should be dealt with at the town level.
  - d. Use and safety issues are dealt with at the county level.
  - e. Safety should be the biggest concern; county is happy to work with towns to determine what needs to be done to make a building safe for the public. Do not put people at risk!
4. Traffic issues discussed:
  - a. Recent count revealed 10,500 cars per day pass through the town, with four cars traveling over 70 mph.
  - b. Ways to reduce speeding were discussed to include raised cross walks, speed tables, and \$200 fines.
  - c. If a resident witnesses a speeding driver, or a driver not stopping at a stop sign, they can leave a report on line for the Fair Oaks District.

(At this point, Mayor Chesley excused himself from the meeting to talk to the Fairfax County Board officials and thank them for their informational briefing to the town.)

5. Planning Commission: Bill Hollaway
  - a. Gregory use permit for deck, lot 7, Clifton Heights. Motion made to approve. Yays: Arnold, Harrington, Hollaway, Nickum. Abstain: Chesley. Motion passed.
  - b. Watts use permit. Motion made to approve: Yays: Arnold, Harrington, Hollaway, Nickum. Abstain: Chesley. Motion passed.
  - c. Stein use permit. Motion made to approve, contingent upon lot consolidation. Yays: Arnold, Harrington, Hollaway, Nickum. Abstain: Chesley. Motion passed.
  - d. Lane use permit for swimming pool. Motion made to approve, contingent upon ARB approval. Yays: Arnold, Harrington, Hollaway, Nickum. Abstain: Chesley. Motion passed.
  - e. Ordinance change in process; variances and special use permits, along with special exceptions, will be worked out by Planning Commission.

(Mayor Chesley returned to the Town Council meeting.)

6. ARB: no report

7. Conservation easement: Cliff Fairweather presented information on this type of easement that a landowner places on land to preserve a natural habitat. Cliff is looking at 33 acres for the proposed area to be covered by easements. A draft of this plan will be developed by Katie Goldberg of The Northern Virginia Conservation Trust.
8. Clifton town election on May 7 will be administered by three experienced voting officials, including Don Boyd, Monica Huran, and Bill Welburn. Polls will open at 6 A.M. and close at 7 P.M.
9. Old town hall building, which is presently empty and in need of repair, will be discussed at May Town Council meeting.
10. Concern over beavers in 8 acre park was discussed . Safety issues raised concerning trees being felled by beavers for dam.
11. Motion made to contribute \$2000 to CBA for Clifton's Centennial celebration. Passed unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.
12. Motion made to send \$14,000 check to Clifton Fire Department. The State of Virginia sends us funds for fire protection, which we turn over to fire department. This is a direct pass through of fire protection funds. Passed unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.
13. Reminder: 2nd annual vintage motorcycle ride , April 16, 2002.
14. Real estate tax issues and protest procedures: we are all alarmed at the real estate tax assessment increases for the coming year. In the town of Clifton, out of 122 properties, 83 had a 20% increase in taxes. Motion made to adopt a resolution requesting a reduction in the county tax rate for the next fiscal year, to be sent to the Fairfax County Board of Supervisors. Passed unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.
15. Town Clean Up Day: April 27, 2002
16. Centennial celebration update: mugs, shirts, and posters are ready for sale.
17. Town birthday dinner: April 6, 2002
18. Due to town election, May Town Council meeting will begin one hour late at 8:30 P.M.
19. Mowing bids discussed from the following applicants: Brian Gonzales @ \$350 a mow; Green Valley @ \$150 a mow; and William Arnold, Inc., @ \$125 a mow. Motion made by Bill Hollaway to go with Green Valley, based upon their outstanding existing relationship with the town. Yays: Chesley, Harrington, Hollaway, Nickum. Abstain: Arnold. Motion passed.
20. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.

Minutes  
Clifton Town Council Meeting  
Tuesday, March 5, 2002  
Clifton Town Hall

Present: Mayor Jim Chesley, Mac Arnold, Margo Buckley, Laura Harrington, Bill Hollaway, Wayne Nickum, Town Attorney Rod Williams; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Motion made to approve minutes from February 5, 2002, Town Council meeting. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
2. Planning Commission: Bill Hollaway. No report tonight.
3. ARB: Laura Harrington
  - a. fence design approved: Heather and Rob Clark, 12653 School Street.
  - b. fence design approved: July Guy and Tom Peterson, 7150 Main Street.
  - c. resubmission of plans required for Engel carriage house
  - d. Hermitage Inn fence: question over new fences needing use permit; Planning Commission will address
  - e. Apollo group: no show
4. BZA: no report tonight
5. Treasurer's report: no report tonight
6. VDOT traffic presentation
  - a. report on recent traffic study using stealth pads to record speeds of cars entering and leaving the town of Clifton on 2/20/02; many drivers are traveling speeds beyond the 25 mph limit
  - b. main problems: volume and speeding
  - c. suggestions to address problem: traffic light, additional stop signs, radar gun, and posted signs warning that cars going 10 miles over speed limit will be charged an additional \$200 fine. Supervisor McConnell, as well as residents, would have to approve such traffic calming devices. Areas being considered are Newman Road at Colchester, Clifton Road south to Yates Ford Road, Clifton Road north to Clifton Elementary, and Chapel Road to Glen Cove. These sites were suggested as locations for erection of posted warning and speed limit (35 mph) signs.
  - d. town must set priorities for which streets are of most concern; VDOT will put counters on Dell and Chapel Street and report back to town with results
7. Motion made to arrange for VDOT to conduct traffic study and also arrange to have Fairfax County Police representative from traffic enforcement speak at the April, 2002, Town Council meeting. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
8. Bill Hollaway reported that subdivision on Wesley Tyler Drive is proceeding as planned, without construction vehicles having to pass through the parking lot at Clifton Elementary.
9. The 2003 Budget needs to be finalized and approved in June. A public hearing will be scheduled for June 4, 2002, at 7 P.M. A special meeting will be held later on in June for final budget approval.
10. Motion made to address language and specifics of the town use permit at April Town Council meeting. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

11. Mowing bids announcement must be posted at store and post office, with deadline for replies being April 1, 2002.
12. Need for judges at May town election voting location. Chief judge is Michelle Stein. Notice needs to be posted at store and post office calling for two additional judges.
13. Discussion of clean-up and removal of props following town events.
14. Mayor Chesley mentioned the Northern Virginia Cigarette Board. If anyone is interested in serving on this board, contact Jimmy.
15. Motion made to buy radar gun for town to enforce speed limit. Ayes: Arnold, Buckley, Harrington, Hollaway, Nickum. Abstain: Chesley. Motion passed.
16. Robin Beard expressed concern over the recent property assessments of town properties, with one resident's property assessment increasing by 100%. Motion made for town to request a listing of real estate assessments with a comparison between the years 2001 and 2002. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
17. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

April 2, 2002 7:30 P.M.  
CLIFTON TOWN MEETING HALL, 12641 CHAPEL ROAD

PUBLIC INFORMATION MEETING - See Agenda Items 6 and 7

CLIFTON TOWN COUNCIL MEETING

AGENDA

- |  |            |
|--|------------|
| 1. Treasurers Report   | Chesley    |
| a. FY 02 Budget  | Arnold     |
| b. Town Landscape Bids                                       | Buckley    |
| 2. Planning Commission                                       | Harrington |
| a. Applications  | Hollaway   |
|  | Nickum     |
| 3. ARB   |            |
| a. Applications  | Jarrendt   |
|  | Effros     |
|  | Barton     |
|  | Wallace    |
|  | Williams   |
| 4. BZA   |            |
| 5. Financial Committee Update - Affordable Housing Program   |            |
| 6. Conversion of Structures to Assembly Use - Fairfax County |            |
| Department of Public Works and Environmental Services        |            |
| 7. Clifton Area Roads - Police Enforcement - Fairfax County  |            |
| Police   |            |
| 8. Conservation Easements - No. Va. Conservation Trust       |            |
| 9. Clifton Town Traffic Issue - VDOT Response                |            |
| 10. Town Election Officers                                   |            |
| 11. Other  |            |

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

*10500 cars ea day* Posted, Post Office and Store

*4 cars > 75 mph @ HNH*

*22*

*10 > 50 - 55*

TOWN OF CLIFTON, VIRGINIA

TREASURER'S REPORT

2-Apr-02

STATEMENT OF CASH BALANCES

Regular Checking Account:	\$2,103
Money Market Savings Account:	\$54,669
Planning Commission Escrow: Overson	<u>\$5,681</u>
 TOTAL CASH BALANCE:	 <u><u>\$62,454</u></u>

*BPOL Update: To date the Town has a 75% return on BPOL applications mailed.  
\$14,008 has been received to date.*

Treasurer's Report prepared by:

Marilyn Barton  
Treasurer



**Town of Clifton**  
**Proposed Profit & Loss Budget Overview**  
 July 2001 through June 2003

04/02/02

	Jul '01 - Jun '02	Jul '02 - Jun '03
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Grants</b>		
<b>Federal</b>		
<b>Federal Grant-Land</b>		
Town Match - Land	12,000	12,000
CBA Match - Land	12,000	12,000
Federal Grant-Land - Other	96,000	96,000
<b>Total Federal Grant-Land</b>	120,000	120,000
<b>Transportation Project-Trails</b>		
CBA Match - Trails	4,524	4,524
Town Match-Trails	0	
Town Inkind -Trails	4,524	4,524
Transportation Project-Trails - Other	36,192	36,192
<b>Total Transportation Project-Trails</b>	45,240	45,240
<b>Total Federal</b>	165,240	165,240
<b>State</b>		
<b>Fire Program Funds</b>	4,000	4,000
<b>Total State</b>	4,000	4,000
<b>Total Grants</b>	169,240	169,240
<b>Tax and Permits Revenue</b>		
Utility Consumption Tax		1,116
Motor Vehicle Tags	3,900	4,713
Sales Tax	15,132	15,000
Cigarette Tax	1,000	1,800
BPOL tax	16,108	15,000
ABC Profits	840	840
Use Permits	4,500	1,650
ARB Permits	2,160	120
PC-Subdivision		1,500
Railroad Tax	1,668	1,504
<b>Total Tax and Permits Revenue</b>	45,308	43,243
<b>Community Hall Revenues</b>		
Community Hall Donations	4,600	4,600
Community Hall Rentals	10,500	12,420
<b>Total Community Hall Revenues</b>	15,100	17,020
<b>Book Sales Income</b>	0	
<b>Car Show Income</b>	125	125
<b>Haunted Trail Event</b>	6,000	5,500
<b>Clifton Day Revenues</b>	1,000	1,000
<b>Homes Tour/Bazaar</b>	2,200	2,200
<b>Farmers' Market Income</b>	1,360	600
<b>Park Rental</b>	400	400
<b>Interest Income</b>	645	645

04/02/02

**Town of Clifton**  
**Proposed Profit & Loss Budget Overview**  
 July 2001 through June 2003

	Jul '01 - Jun '02	Jul '02 - Jun '03
S.R. - Litter Control Grant	750	1,100
Other Income	0	
<b>Total Income</b>	<b>242,128</b>	<b>241,073</b>
<b>Expense</b>		
<b>Payroll Expenses</b>		
<b>Gross Wages</b>		
Town Clerk (Administrative)	0	
Town Clerk (Recording)	3,500	3,750
Town Treasurer	3,500	3,750
<b>Total Gross Wages</b>	<b>7,000</b>	<b>7,500</b>
<b>Payroll Taxes</b>		
FICA	868	930
Medicare	203	218
<b>Total Payroll Taxes</b>	<b>1,071</b>	<b>1,148</b>
<b>Total Payroll Expenses</b>	<b>8,071</b>	<b>8,648</b>
<b>Contractual</b>		
<b>Insurance</b>	2,300	2,038
<b>Town Government</b>		
Architectural Review Board	500	500
Planning Commission	1,000	1,000
<b>Total Town Government</b>	<b>1,500</b>	<b>1,500</b>
<b>Professional Fees</b>		
Accounting	2,500	2,500
Legal Fees	3,500	4,200
Special Counsel	11,500	11,500
<b>Total Professional Fees</b>	<b>17,500</b>	<b>18,200</b>
<b>Rent</b>		
Railroad Siding Rental	800	800
Ayre Square Rental	500	500
<b>Total Rent</b>	<b>1,300</b>	<b>1,300</b>
<b>Town Maintenance</b>		
Beautification Comm.	2,500	2,500
Grounds Maintenance	3,500	3,500
Town Hall Maintenance	10,000	10,000
Ayre Square Maintenance		100 <i>15000</i>
<b>Total Town Maintenance</b>	<b>16,000</b>	<b>16,100</b>
<b>Town Services</b>		
Fire Program	4,000	4,000
Elections	600	
Grass Mowing	3,500	3,500
Trash Collection	1,400	1,692
<b>Total Town Services</b>	<b>9,500</b>	<b>9,192</b>

**Town of Clifton**  
**Proposed Profit & Loss Budget Overview**  
**July 2001 through June 2003**

04/02/02

	Jul '01 - Jun '02	Jul '02 - Jun '03
<b>Utilities</b>		
Gas and Electric	3,800	1,100
Water	250	288
<b>Total Utilities</b>	4,050	1,388
<b>Legal Advertising</b>	1,000	1,000
<b>Printing and Reproduction</b>	600	600
<b>Dues and Subscriptions</b>		
Va. Municipal League	267	310
Dues and Subscriptions - Other	210	210
<b>Total Dues and Subscriptions</b>	477	520
<b>Mayoral Reimbursement</b>	1,000	1,800
<b>Caboose Expenses</b>		
Caboose Electric	100	300
Caboose - Trentane Gas	300	300
Caboose Maintenance	2,500	2,500
<b>Total Caboose Expenses</b>	2,900	3,100
<b>Community Hall Expenses</b>		
C.H.-Equipment	2,000	2,000
C.H.-General Maintenance	2,900	2,900
C.H.-Cleaning	1,800	1,800
C.H. Floors	2,400	2,400
C.H. - Electric	7,000	9,626
C.H.-Management Fee	3,274	3,400
<b>Total Community Hall Expenses</b>	19,374	22,125
<b>Clifton Day Expenses</b>		950
<b>Homes Tour/Bazaar Exp</b>	600	600
<b>Miscellaneous</b>	5,000	5,000
<b>Total Contractual</b>	83,100	85,413
<b>Car Show Expense</b>	125	125
<b>Farmers' Market Expense</b>	272	250
<b>Haunted Trail Expenses</b>	2,000	425
<b>Clifton Book Publication</b>	0	
<b>Commodities</b>		
Copies	300	300
Postage and Delivery	257	432
Computer Supplies	700	1,200
Office Supplies	900	900
License Plates	1,028	550
Miscellaneous	600	1,000
<b>Total Commodities</b>	3,785	4,382
<b>CIF Expenses</b>		
CIF-Playground Impr.	1,000	1,000
CIF-Miscellaneous	1,000	1,000
<b>Total CIF Expenses</b>	2,000	2,000

04/02/02

**Town of Clifton**  
**Proposed Profit & Loss Budget Overview**  
 July 2001 through June 2003

	Jul '01 - Jun '02	Jul '02 - Jun '03
<b>Special Revenue Expenses</b>		
S.R. - Litter Control	750	1,100
<b>Total Special Revenue Expenses</b>	750	1,100
<b>Fed Fund-Transportation Proj</b>		
F.F. - Transp. Project-Land	120,000	120,000
F.F.- Transp. Project-Trails	40,716	40,716
F. F.-Transp - Inkind Srvs	4,524	4,524
Fed Fund-Transportation Proj - Other	0	
<b>Total Fed Fund-Transportation Proj</b>	165,240	165,240
<b>Total Expense</b>	265,344	267,582
<b>Net Ordinary Income</b>	(23,216)	(26,509)
<b>Net Income</b>	<u>(23,216)</u>	<u>(26,509)</u>

# WHEN IS A PERMIT REQUIRED?

(GUIDE FOR HOMEOWNERS)



## THE BUILDING AND DEVELOPMENT INFORMATION CENTER

Fairfax County Department of Environmental Management

**Hours of Operation:**  
Monday through Friday  
8:00 a.m. to 4:30 p.m.  
Except Holidays

Telephone: (703) 352-0762



**CENTERPOINTE I**  
Plaza Level  
4050 Legato Road  
Fairfax, VA 22033

# TABLE OF CONTENTS

Purpose of the Guide .....	2
What Regulations Govern Home Improvement Projects? .....	2
• The Virginia Uniform Statewide Building Code (VUSBC) .....	2
• Building and Trade Codes .....	2
• County Ordinances .....	3
• Covenants and Deed Restrictions .....	3
<b>THE APPROVAL PROCESS .....</b>	<b>3</b>
What Is a Permit? .....	3
Why Get a Permit? .....	3
When Is a Building Permit Needed? .....	4
When Is a Demolition Permit Needed? .....	5
When Are Mechanical, Plumbing and Electrical Permits Needed? .....	5
When Are Construction and Utility Permits Required? .....	5
What to Do Prior to Excavation? .....	6
Who Should Apply for Permits? .....	6
Where to Apply for Permits? .....	7
What Documents Are Needed for Decks, Most Additions, Garages or Carports? .....	7
When Is an Engineer, Architect or Lawyer Needed? .....	8
How Long Does It Take? .....	8
What Do the Permits Cost? .....	9
Will a Building Permit Expire? .....	9
Can a Building Permit be Extended? .....	9
Can a Building Permit be Changed? .....	9
When Are Inspections Required? .....	10
What Are Ordinary Repairs that do not Require Permits and Inspections? .....	10
What Alterations Are Not Ordinary Repairs? .....	11
<b>EXAMPLES OF HOME IMPROVEMENT AND REPAIR PROJECT REQUIREMENTS .....</b>	<b>11</b>
Examples of Home Improvement and Repair Project Requirements .....	11
Example Building Project Requirements .....	12
Example Plumbing Project Requirements .....	12
Example Mechanical Project Requirements .....	13
Example Electrical Project Requirements .....	13
Example Small Appliance Project Requirements .....	14
<b>STEPS TO OBTAIN A PERMIT .....</b>	<b>15</b>
I. New Home Construction .....	15
II. Additions and Interior Alterations to Existing Structures .....	18
<b>FURTHER INFORMATION .....</b>	<b>19</b>
Resource Material .....	19
Additional Questions .....	19

# PURPOSE OF THE GUIDE

This booklet has been prepared as a guide for homeowners. In the first section of the booklet, answers are provided to some frequently asked questions related to permit requirements. The next section gives examples of home improvement projects grouped by permit and plan requirements. Finally, the booklet concludes with step-by-step instructions on how to obtain a permit.

A homeowner occupying his own dwelling may perform all ordinary repairs and construction work on the dwelling. Examples of ordinary repairs, not requiring permits, are included in the booklet. In addition, the Fairfax County Code allows the issuance of building, mechanical, electrical and plumbing permits to a homeowner. No written tests are required. Issuance of a permit authorizes the applicant to perform the work covered by the permit.

Permits may be obtained in person or, in some cases, by mail from the Permit Application Center, Division of Inspection Services, Department of Environmental Management, Centerpointe I, 2nd Floor, 4050 Legato Road, Fairfax, Virginia 22033.

Also, the Department of Environmental Management (DEM) has a comprehensive building and development information center that makes it convenient for homeowners to acquire information pertaining to home improvement projects. For further information about building and repair home improvement projects, contact the Building and Development Information Center, Department of Environmental Management, Centerpointe I, Plaza Level, 4050 Legato Road, Fairfax, Virginia 22033, or telephone (703) 352-0762 between 8:00 a.m. and 4:30 p.m., Monday through Friday, except County holidays. When you call the Information Center at 352-0762, describe your home improvement project and ask what the permit requirements are. Information Center staff can determine whether or not a home improvement project requires a permit.

## WHAT REGULATIONS GOVERN HOME IMPROVEMENT PROJECTS?

### **The Virginia Uniform Statewide Building Code (VUSBC):**

A mandatory, statewide uniform regulation exists which must be complied with in all buildings or additions constructed, altered, enlarged, demolished, repaired or converted to another use group. Its purpose is to protect the health, safety and welfare of building users.

### **Building and Trade Codes:**

The permits and inspection phase of the construction process are governed by the BOCA building and trade codes that provide the technical requirements, as adopted in the Virginia Uniform Statewide Building Code, including the following:

- The Building Officials and Code Administrators (BOCA) National Building Code
- The Council of American Building Officials (CABO) One and Two Family Dwelling Code with Supplement
- The BOCA National Plumbing Code
- The BOCA National Mechanical Code
- The National Electrical Code

**NOTE:** Fairfax County has these codes available for purchase from Maps and Publications Sales, located in the lobby of the Massey Building, 4100 Chain Bridge Road, Fairfax, Virginia, telephone 246-2976.

### **County Ordinances:**

The Zoning Administration Division of the Office of Comprehensive Planning must approve all building permit applications to ensure that the project conforms to all requirements of the Zoning Ordinance, including the use, height limitations, minimum yard limitations, and others. To obtain zoning information, contact the Zoning Administration Division, Office of Comprehensive Planning, Centerpointe I, 2nd Floor, 4050 Legato Road, Fairfax, Virginia, telephone 591-8670.

### **Covenants and Deed Restrictions:**

Many of the subdivisions and developments in Fairfax County have covenants and deed restrictions regulating building construction and alteration in addition to those contained in the County Ordinances. These amount to contractual agreements between property owners and are enforceable through civil action. The County does not enforce covenants or deed restrictions and is not always aware of their existence. Should you have questions about your development's restrictions you may obtain information from your homeowner association, civic association, or the Land Records Office in the Jennings Building (Judicial Center), Third Floor, 4110 Chain Bridge Road, Fairfax, Virginia, telephone 591-8580.

## **THE APPROVAL PROCESS**

### **WHAT IS A PERMIT?**

Basically, a permit is an agreement between the County and the applicant whereby the applicant agrees to follow the County Codes and the County agrees to inspect to ensure the Codes are followed.

Generally, but not always, the applicant must submit plans to show what work he intends to do. When these plans are approved, the construction must conform to the plans. Any deviations or changes are not automatically approved. This is why it is essential for the applicant to determine in detail the work to be done before applying for a permit. For information call the Building and Development Information Center at (703) 352-0762.

Of all the steps involved in completing home improvement projects, the step involving the County is perhaps the least understood. Many homeowners fear that applying for the required permit will cause unnecessary and costly changes to their plans or that the process will create long delays. In fact, most permit applications are processed quickly, with a permit often issued on the same day. Obtaining a permit and related inspections will help ensure that your project conforms to the approved plans and to the Building Code for safety considerations.

### **WHY GET A PERMIT?**

The purpose of a permit is to protect you, your family and your neighbors from the effects of repairs or additions which violate codes and could cause fire or other life, health and safety hazards.



## **WHY GET A PERMIT? (Cont'd.)**

Legal and financial liabilities may be avoided by obtaining a permit and by complying with permit and building code requirements. Where a permit or the filing of plans is required, the requirement is a matter of state law.

- Work without a permit is a misdemeanor, punishable up to \$1,000.
- Work on the project could be ordered stopped or torn down if obtaining the necessary permits is neglected.
- Serious complications may arise when you try to sell the house with work performed without a permit.
- Some fire and homeowner's insurance may be invalidated if you do work without a permit.
- If there is a fire in your house, some insurance companies may use the illegal work as an excuse not to pay on your claim.

## **WHEN IS A BUILDING PERMIT NEEDED?**

A building permit is required for the erection of all buildings and structures and all additions, demolitions and modifications to all or part of buildings and structures.

*For home repair and improvement projects, a building permit generally is required whenever structural work is involved or when the basic living area of a home is to be changed.*

Building and construction activities require building permits under the following circumstances:

- New construction of residential and nonresidential buildings and structures.
- Enlargement of all buildings and structures such as the addition of a room, garage or carport.
- Interior or exterior alteration of all buildings and structures. This includes remodeling and finishing a basement in a house.
- Demolition of buildings and structures.
- Moving of buildings and structures.
- A change in the occupancy of a building or a structure from one use group to another (such as a home business with clients) may change the use of that portion. The requirements of the building code vary by the use of the building; therefore, a change in the use may necessitate structural modifications.

Refer to the attached illustrations beginning on page 11 of this booklet for examples of home repairs and improvement projects where a permit is needed.

## **WHEN IS A DEMOLITION PERMIT NEEDED?**

In Fairfax County, a demolition permit is required when removing all or part of a building. The permit can be obtained by submission of a building permit application accompanied by the required documents as follows:

- Submit a building permit application for review and approval;
- Submit documents certifying that all utilities are disconnected. (The building permit for demolition or removal will not be issued until the utilities, including electricity and gas, not water or telephone, have been disconnected from the property.) If the building to be demolished is on septic and/or well, contact the Health Department at **245-2201**;
- Apply for a plumbing cap-off by a licensed plumbing contractor, if the property is on public sewer;
- Pay the base fee for a demolition permit that is authorized by the Fairfax County Department of Environmental Management Fee Schedule.
- Sign a bond form for \$500 that states you will be responsible for satisfactory completion of the work, leaving the premises free from all unsafe and hazardous conditions;
- Submit a letter from the Air Pollution Control Division verifying that no asbestos is present.

## **WHEN ARE MECHANICAL, PLUMBING AND ELECTRICAL PERMITS NEEDED?**

Most repairs or replacements to your plumbing, heating or electrical wiring require either a plumbing, mechanical or electrical permit. Refer to page 10 of this booklet for examples of ordinary repairs that do not require permits and inspections. In addition, a selection of alterations not considered ordinary repairs can also be found on page 10 of this booklet.

## **WHEN ARE CONSTRUCTION AND UTILITY PERMITS REQUIRED?**

Construction permits are required before beginning work in any of the following circumstances:

- Grading in excess of 18 inches.
- Land disturbance including more than 5,000 square feet (agricultural use excluded but there must be a minimum of five acres).
- Work in any County right-of-way easement.
- Construction required as a condition to a waiver.
- Construction of a sanitary sewer.
- Construction of a water main.

**Urban Forestry Branch . . . . . 324-1770**

*Hoff, Richard L., Chief*

**INSPECTION SERVICES DIVISION . . 324-1980**

*Zager, Sophie, Director*

*Smith, Brian, Deputy Director*

FAX . . . . . 324-3908

**Building Plan Review**

**Branch . . . . . 324-1645**

*Clark, Audrey, Chief*

**Permits Branch . . . . . 324-1555**

*Mongoven, Monica, Chief*

FAX . . . . . 324-1865

TDD . . . . . 324-1877

**Permit Application Center . . . . . 222-0801**

**Site Permit Section . . . . . 324-1510**

**Contractor Licensing Section . . . . . 324-1540**

**Commercial Inspections**

**Branch . . . . . 324-1910**

*Amiri, Shahriar, Chief PYLANT, RAY 324-1910/1954*

FAX . . . . . 324-1846

**Critical Structures Section . . . . . 324-1060**

*Williams, Dan, Supervisor*

FAX . . . . . 324-1856

**Residential Inspections**

**Branch . . . . . 324-1997**

*Lynch, Paul, Chief*

FAX . . . . . 324-1846

**INSPECTION REQUESTS**

**Building . . . . . 222-0455**

**Electrical . . . . . 222-0455**

**Mechanical . . . . . 222-0455**

**Plumbing/Gas . . . . . 222-0455**

**Residential Use Permit. . . . . 222-0455**

**Small Appliance . . . . . 222-0455**

*May 2002*  
*T.C.*

**May 7, 2002, 8:30 P.M.**  
**CLIFTON TOWN MEETING HALL, 12641 CHAPEL ROAD**

**CLIFTON TOWN COUNCIL MEETING**

**AGENDA**

- 1. Treasurer's Report**
  - a. FY 2003 budget**

- 2. Planning Commission**
  - a. applications**

- 3. ARB**
  - a. applications**

- 4. BZA**

- 5. Conservation easement plan: Katie Goldberg**

- 6. Old town hall property**

- 7. Davis Sore issue**

- 8. Other**

**Chesley  
Arnold  
Buckley  
Harrington  
Hollaway  
Nickum  
Jarrendt  
Effros  
Barton  
Wallace  
Williams**

**If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 703-830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.**

**Posted: Post Office and Clifton General Store**

Minutes  
Clifton Town Council Meeting  
Tuesday, May 7, 2002  
Clifton Town Hall

Present: Mayor Jim Chesley, Mac Arnold, Margo Buckley, Laura Harrington , Bill Hollaway, Wayne Nickum, Town Attorney Rod Williams; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Motion made to approve Town Council minutes from April 2, 2002, with the following addition: add the name Johnston after Lane in item 5.d, Planning Commission report. Approved unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

2. Planning Commission: Bill Hollaway

a. Witt use permit for deck, lot 5, Clifton Heights. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

b. Stein use permit will be considered after lot consolidation is complete. Public hearing will be held at next Planning Commission meeting.

c. Dygve use permit for dormer window. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

d. Engel use permit for carriage house. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

e. Makarita use permit for new home construction, lot 3, Clifton Heights. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

f. Clifton pump and haul system: present system will be updated by the county, and should be consistent with present sewer policy of the town. Motion made to reaffirm our support for the present Clifton sewer policy. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum. Town will send letter to county and ask that they proceed on this basis. Motion made to approve the sending of letter. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

g. New zoning for CBA property as community open space was also discussed at last Planning Commission meeting.

h. Clark use permit for fence, 12653 School Street. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

3. ARB: Laura Harrington

a. Witt deck design approved

b. Johnston pool design approved

4. Beaver dam report: since heavy rains, dam sustained substantial damage; no further activity by busy beaver observed.

5. Old Town Hall property: motion made to discuss at June Town Council meeting. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

6. Davis store issue concerning the question of whether the town should donate money to the coalition. Discussion tabled until budget review is complete.

7. Use of town policeman will be discussed at June meeting, at which time the person will be present to meet members of the town.

8. Michele Stein will present milestones in the history of the CBA barn at the June meeting. (This will be put on the agenda.)

9. Motion made to approve Jeff Stein to town representative for the Fairfax County Sports Commission. Approved unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

10. Discussion of the construction of a town bulletin board with glass front and lock. Motion made to have such a board built and made architecturally appropriate for the town. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

11. Farmer's Market: Deb Dillard. Deb requested town approval for getting signs made for advertising the market. She will get necessary ARB approval for the design. Motion made to approve signage for Clifton Farmer's Market. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

12. Clifton's 100th celebration update: so far, over \$400 has been made from sale of mugs, shirts and posters.

13. Treasurer's report: Marilyn Barton. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

14. FY03 Budget discussion/recommendations:

- a. VML contract insurance: \$3, 440
- b. Planning Commission: increase to \$1500
- c. Legal fees: increase to \$5500
- d. Railroad siding: keep at same amount, \$800
- e. Beautification Committee: decrease amount?
- f. Town Hall maintenance
- g. Haunted Trail: increase to \$2000

15. Motion made to advertise FY2003 Budget Hearing for June 4, 2002, 7 P.M., before the start of Town Council meeting, and with a special Town Council meeting held seven days later. Motion passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum. (Copies of the proposed FY2003 Budget will be available from Clifton Treasurer or Town Clerk.)

16. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

TOWN OF CLIFTON, VIRGINIA

TREASURER'S REPORT

7-May-02

STATEMENT OF CASH BALANCES

Regular Checking Account:	\$4,473
Money Market Savings Account:	\$54,490
Planning Commission Escrow: Overson	<u>\$5,681</u>
 TOTAL CASH BALANCE:	 <u><u>\$64,644</u></u>

Treasurer's Report prepared by:

Marilyn Barton  
Treasurer

May 7, 2002

8:45 Mtg. began

① Minutes approved } chg. <sup>have</sup> to Johnston

② Planning Comm. - Bill

a. Witt deck - lot 5 - Clifton Hts. Subdivision  
approved unanimously ✓

b. Stein - lot consolidation (article 10)  
public hearing next planning comm

c. Dygre - addition: dormer  
Window - ~~no~~ } approved ✓

d. Engel carriage house  
12717 Chestnut St.

e. Macarena ?  
Lot # 3 - Clifton Hts. } Complete application } 6 months old?

f. Clifton Pump & haul: to update present system -  
application into town from  
company

Sewer Policy

Design basis - should be consistent w/ present sewer policy of the town

T.C. letter to County to proceed on this basis

approved - unanimous



To  
re-affirm our  
support  
⑨ from agreement  
Climate Sewer Policy } Maximum  
Approval

⑩ Discussion at Plann. Comm.  
new zoning for comm open space  
for CBA property

⑪ Clark fence  
motion to approve

12653 School St.  
Unanimously  
agreed

⑬ ARB - Laura : approvals:  
- Witt  
- Johnston & pool

⑭ Bever - down down - issue is  
no activity

⑮ Old Town Property → next  
Motion to have next meet -  
Unanimous

⑯ Davis Store  
\$ in supports of coalition }  
table to budget discussion

July (7) Use of town policemen -  
table to June - policeman will be here  
→ Captain Wilson

Sharon Bulova - designated for police-man  
\$62,000  
to pay for this

Dup? 5 per week - we can discuss which days

(8) Milestones  
↓  
CBA Barn } put on agenda for next mtg.

Michelle Stein

(8 PM)

(\*) Only for town use

(9) Jeff Stein  
County Sports  
Comm. -

Approved  
used.

(10) Town Bulletin board (locked board w/ glass) to install, make architectural appropriate  
→ unanimous

#11 Deb Dillard  
Signature for farmer's rkt

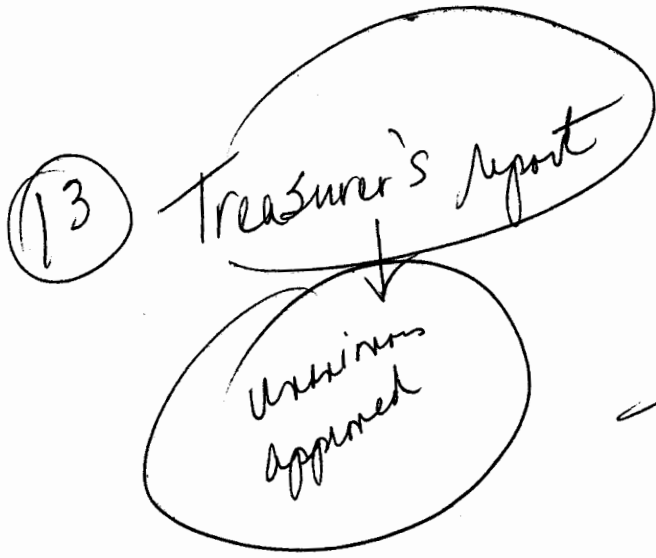
↓  
Rte 29: Sandwich board

Approved  
Unanimously

Deb will get  
all permissions  
necessary

12 100th

over  
\$400 sold  
as for  
maps,  
shirts



14  
FY03 → Budget

- a. VML - contractual \$3,440.00
- b. Planning Comm. - pg 2  
chg from \$1000 to \$1500
- c. Legal fees \$4200 (from 3500)  
↓  
\$5500.00

① Railroad siding  
\$875 } some aren't

② Beautification Comm  
\$2575  
↓

\$ \_\_\_\_\_ ? down

④ Town Hall  
maintenance

Can't go up, but may be reduced

8. P3 - gas & electricities  
based on year to date

Haunted Trail  
to \$2100

[liffm.va.org](http://liffm.va.org) website  
~~[liffm.va.org](http://liffm.va.org)~~

Unanimous  
Motion to advertise before T.C. meeting

Amended figures

7 PM  
Budget Hearing  
FY2003

Special Council mtg. 7 days later

Copies available for me & Marilyn

**May 7, 2002, 8:30 P.M.  
CLIFTON TOWN MEETING HALL, 12641 CHAPEL ROAD**

**CLIFTON TOWN COUNCIL MEETING**

**AGENDA**

- |  |                   |
|--|-------------------|
| <b>1. Treasurer's Report</b>                         | <b>Chesley</b>    |
| <b>2. Planning Commission</b>                        | <b>Arnold</b>     |
| <b>a. applications</b>                               | <b>Buckley</b>    |
| <b>3. ARB</b>  | <b>Harrington</b> |
| <b>a. applications</b>                               | <b>Hollaway</b>   |
| <b>4. BZA</b>  | <b>Nickum</b>     |
| <b>5. Conservation easement plan: Katie Goldberg</b> | <b>Jarrendt</b>   |
| <b>6. Old town property</b>                          | <b>Effros</b>     |
| <b>7. Davis Store issue</b>                          | <b>Barton</b>     |
| <b>8. Other</b>                                      | <b>Wallace</b>    |
|  | <b>Williams</b>   |

**If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 703-830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.**

**Posted: Post Office and Clifton General Store**

Minutes  
Clifton Town Council Meeting  
Tuesday, April 2, 2002  
Clifton Town Hall

Present: Mayor Jim Chesley, Mac Arnold, Laura Harrington , Bill Hollaway, Wayne Nickum, Town Attorney Rod Williams; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Motion made to approve Town Council minutes from March 5, 2002. Approved unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.
2. Treasurer's report: Marilyn Barton. Motion made to approve cash balance report. Approved unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.
3. Presentation by Fairfax County Department of Public Works and Environmental Services on conversion of structures to assembly use: Audrey Clark and Dan Williams
  - a. Permits required when over 900 square feet are used and more than 50 people involved.
  - b. Refer to Article 1 of the Fairfax County Building Code, section 109.1, which talks about when the county must take over.
  - c. Zoning issues should be dealt with at the town level.
  - d. Use and safety issues are dealt with at the county level.
  - e. Safety should be the biggest concern; county is happy to work with towns to determine what needs to be done to make a building safe for the public. Do not put people at risk!
4. Traffic issues discussed:
  - a. Recent count revealed 10,500 cars per day pass through the town, with four cars traveling over 70 mph.
  - b. Ways to reduce speeding were discussed to include raised cross walks, speed tables, and \$200 fines.
  - c. If a resident witnesses a speeding driver, or a driver not stopping at a stop sign, they can leave a report on line for the Fair Oaks District.

(At this point, Mayor Chesley excused himself from the meeting to talk to the Fairfax County Board officials and thank them for their informational briefing to the town.)

5. Planning Commission: Bill Hollaway
  - a. Gregory use permit for deck, lot 7, Clifton Heights. Motion made to approve. Yays: Arnold, Harrington, Hollaway, Nickum. Abstain: Chesley. Motion passed.
  - b. Watts use permit. Motion made to approve: Yays: Arnold, Harrington, Hollaway, Nickum. Abstain: Chesley. Motion passed.
  - c. Stein use permit. Motion made to approve, contingent upon lot consolidation. Yays: Arnold, Harrington, Hollaway, Nickum. Abstain: Chesley. Motion passed.
  - d. Lane use permit for swimming pool. Motion made to approve, contingent upon ARB approval. Yays: Arnold, Harrington, Hollaway, Nickum. Abstain: Chesley. Motion passed.
  - e. Ordinance change in process; variances and special use permits, along with special exceptions, will be worked out by Planning Commission.

(Mayor Chesley returned to the Town Council meeting.)

6. ARB: no report

7. Conservation easement: Cliff Fairweather presented information on this type of easement that a landowner places on land to preserve a natural habitat. Cliff is looking at 33 acres for the proposed area to be covered by easements. A draft of this plan will be developed by Katie Goldberg of The Northern Virginia Conservation Trust.
8. Clifton town election on May 7 will be administered by three experienced voting officials, including Don Boyd, Monica Huran, and Bill Welburn. Polls will open at 6 A.M. and close at 7 P.M.
9. Old town hall building, which is presently empty and in need of repair, will be discussed at May Town Council meeting.
10. Concern over beavers in 8 acre park was discussed . Safety issues raised concerning trees being felled by beavers for dam.
11. Motion made to contribute \$2000 to CBA for Clifton's Centennial celebration. Passed unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.
12. Motion made to send \$14,000 check to Clifton Fire Department. The State of Virginia sends us funds for fire protection, which we turn over to fire department. This is a direct pass through of fire protection funds. Passed unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.
13. Reminder: 2nd annual vintage motorcycle ride , April 16, 2002.
14. Real estate tax issues and protest procedures: we are all alarmed at the real estate tax assessment increases for the coming year. In the town of Clifton, out of 122 properties, 83 had a 20% increase in taxes. Motion made to adopt a resolution requesting a reduction in the county tax rate for the next fiscal year, to be sent to the Fairfax County Board of Supervisors. Passed unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.
15. Town Clean Up Day: April 27, 2002
16. Centennial celebration update: mugs, shirts, and posters are ready for sale.
17. Town birthday dinner: April 6, 2002
18. Due to town election, May Town Council meeting will begin one hour late at 8:30 P.M.
19. Mowing bids discussed from the following applicants: Brian Gonzales @ \$350 a mow; Green Valley @ \$150 a mow; and William Arnold, Inc., @ \$125 a mow. Motion made by Bill Hollaway to go with Green Valley, based upon their outstanding existing relationship with the town. Yays: Chesley, Harrington, Hollaway, Nickum. Abstain: Arnold. Motion passed.
20. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Harrington, Hollaway, Nickum.

TOWN OF CLIFTON, VIRGINIA

TREASURER'S REPORT

7-May-02

STATEMENT OF CASH BALANCES

Regular Checking Account:	\$4,473
Money Market Savings Account:	\$54,490
Planning Commission Escrow: Overson	<u>\$5,681</u>
 TOTAL CASH BALANCE:	 <u><u>\$64,644</u></u>

Treasurer's Report prepared by:

Marilyn Barton  
Treasurer



Minutes  
Clifton Town FY2003 Budget Hearing (7:00)  
Clifton Town Council Meeting (7:30)  
Tuesday, June 4, 2002  
Clifton Town Hall

Present: Mayor Jim Chesley, Mac Arnold (7:30), Margo Buckley, Laura Harrington, Bill Hollaway, Wayne Nickum, Town Attorney Rod Williams; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Mayor Chesley opened budget hearing with a request for public comment/questions.
2. No one spoke and a motion was made to close hearing. Motion passed unanimously: Chesley, Buckley, Harrington, Hollaway, Nickum.
3. After seven days a special Town Council meeting must be held to approve FY2003 budget. Motion made to hold meeting on Thursday, June 20, 2003, at 7:30 P.M. Passed unanimously: Chesley, Buckley, Harrington, Hollaway, Nickum. (Meeting notice will be posted at post office. CBA and Gentlemen's Club will also be notified.
4. At 7:30 Mayor Chesley called the Town Council meeting to order.
5. Motion made to approve May 7, 2002, Town Council minutes. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
6. Mayor and Town Council members sworn in for next two year term by John Frey, Clerk of the Fairfax County Circuit Court.
7. Treasurer's report: Marilyn Barton
  - a. Profit/loss budget vs. actual report clarified
  - b. CBA still owes town \$1000 from last Clifton Day for meeting hall rental; 2002 Clifton Day approval dependent on receipt of payment
  - c. Two year comparative budget analysis needed by Marilyn
  - d. Motion made to approve Treasurer's report. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum
8. Planning Commission: Bill Hollaway
  - a. Stein lot consolidation approved by Planning Commission; Rod Williams presently looking over legal paperwork
9. ARB: Laura Harrington
  - a. Sign applications from First Baptist Church and Baskets and Boughs both denied; applicants given ARB guidelines to follow
10. BZA: no report
11. HUD update: no change; government has imposed additional regulations. Brant Baber has indicated a desire to serve on this committee. Motion made to appoint Brant Baber to HUD Affordable Housing Project Committee. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
12. Clifton's 100th Anniversary Project: update by Lynne Garvey Hodge

13. Presbyterian Church addition design was discussed. In previous months the Town Council and Church representatives discussed sewer/fixture units only, not addition to church. Motion made for Mayor Chesley to contact Rev. Stanton-Hoyle and address this issue at the special June 20, 2002, Town Council meeting. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum. (This is an issue involving the Planning Commission, ARB and Town Council.)
14. CBA barn issue: Mayor Chesley reminded Council that it is his responsibility to report violations to the county, and it is the Town Council members' responsibility to report any violations to the mayor. Once the mayor reports to the county, the county investigates and contacts violator. The owner of the property must then correct the situation or cease activity on property. CBA Barn Committee has requested a Town Council representative to attend their meetings and act as liaison. Laura Harrington volunteered for this position. The CBA is also invited to the Town Council meetings, especially the President, the Vice-president and Treasurer. At the present time, rezoning is the issue with the barn.
15. Rental fees for Clifton Meeting Hall were discussed. Should we raise ours? At present, our fees are \$75 per 3 hours, Tuesday through Friday; and \$100 per 3 hours for weekend use. Margo will prepare a comparison of what we charge with what Fairfax Station charges for next Town Council meeting.
16. Notification of pending use permit signs: we need to order a new supply to be given to applicants and posted at post office. Bill Hollaway will look over signs used in the past.
17. Old town hall property: discussion to be held at July Town Council meeting. The March, 2002, report noted that \$100,000 was needed to bring building up to code for public use, and \$10,000 needed to make building useable for a residence. Since March of 2001, building has further deteriorated.
18. Clifton's summer events, including 5K run, are now posted under Community News on [www.nbc4.com](http://www.nbc4.com)
19. Police coverage for July 4th event has been arranged. Police invited to July Town Council meeting to present what will be best to ensure adequate coverage for our town. Also to be discussed: town radar gun.
20. Mayor's report of traffic calming devices for town of Clifton: VDOT has approved three-way stop at Dell and Main Streets with warning sign and 25mph speed signs erected. Also being considered are raised brick crosswalks that help to slow traffic. Mayor Chesley urged Town Council members to look at these raised crosswalks on Burke Station Road in Fairfax to get an idea of how they look and work.
21. Also being considered are additional signs at railroad crossing. Wayne Nickum brought up concern over cars being stopped on the tracks as cars are backing out from front of Clifton Store. Bill Hollaway asked to look into original use permit issued to store to see how parking was to be addressed. This issue will be put on July agenda.
22. Mayor Chesley discussed ISTEPA funds and the fact that we still have \$120,000 available. Since Gilliam does not wish to sell his Newman Road property, we should consider other projects such as a stown clock, parking lot drainage by caboose, and trail improvements. Motion made to move funds to other improvements/projects. Yays: Chesley, Arnold, Hollaway, Nickum. Nay: Buckley. Abstain: Harrington. Motion passed.
23. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

# LRPC to Present Feasibility Study Results to Congregation for Vote on Sunday June 9<sup>th</sup>



## Congregational Action Needed for Proposed Fund Raising Campaign to Begin in Fall of 2002

Two very important decisions will be made in the life of our congregation on Sunday, June 9<sup>th</sup> at a Special Meeting for members of the Church starting at 9:30 AM.

At that time the members of the congregation will vote to act on the results of the **Feasibility Study** as performed by LeMay Erickson, Architects. This study is a concept plan drawn by our architect, Mr. Paul Erickson, after he and his assistants completed a detailed survey of our church facilities in order to determine just how and by whom the available space is used on a regular basis. In 1999, the LRPC conducted interviews and filled out detailed questionnaires with the help of all the groups and committees that use our church. This information was compiled into a Needs Assessment Survey. This survey was used by the architect to determine how much total space would be needed and how the spaces would be used to fulfill program needs in the present and in the future. Projected growth rates for the church and preschool were used to determine space needs.

The architect has drawn floor plans and a front elevation concept of what the new addition would look like and how it would be used. The Long Range Planning Committee has unanimously approved these concept Plans. Please see the drawings on pages (page #s here) of this newsletter.

It is important for all of us to remember that these are the results of a study and not final plans. The congregational vote on June 9<sup>th</sup> will ask the congregation for their approval to move forward with these concept plans and into a final plan stage. The second vote will ask the congregation for approval to move forward with plans to conduct a fund raising campaign starting in the fall of 2002. The LRPC, Session members, A&F Committee members, and other church officers are in the process of interviewing professional fund raising service companies to guide our church through this process.

It is important for the congregation to know that even if the vote is favorable to move forward, there will still be additional hurdles to overcome. The church will have to gain the approval of Fairfax County, The State Health Department (which regulates the preschool), the Town of Clifton and the Presbytery. This may mean changes to the concept plan.

There are some in our congregation who feel that this proposed building project is unnecessary and some who believe that this will change the character of our congregation. Some are concerned that the cost of the project is something that our congregation cannot afford. There are parking space and future maintenance cost challenges and loss of green space issues. These are all concerns that the LRPC has heard and considered. However, the committee's principle guiding factors over the last 4½ years are our commitment to the Christian education of our youth and Christ's commission to his church to reach out to new members and to minister to our own.

Ultimately, it will be the congregation who will determine any changes or additions to the plans and all will depend on whether or not the money can be raised. Any commitment of funds to a future mortgage or to a total building contract will have to be determined by a congregational vote.

There will be subsequent information, including financial information, forthcoming in letters to all members.

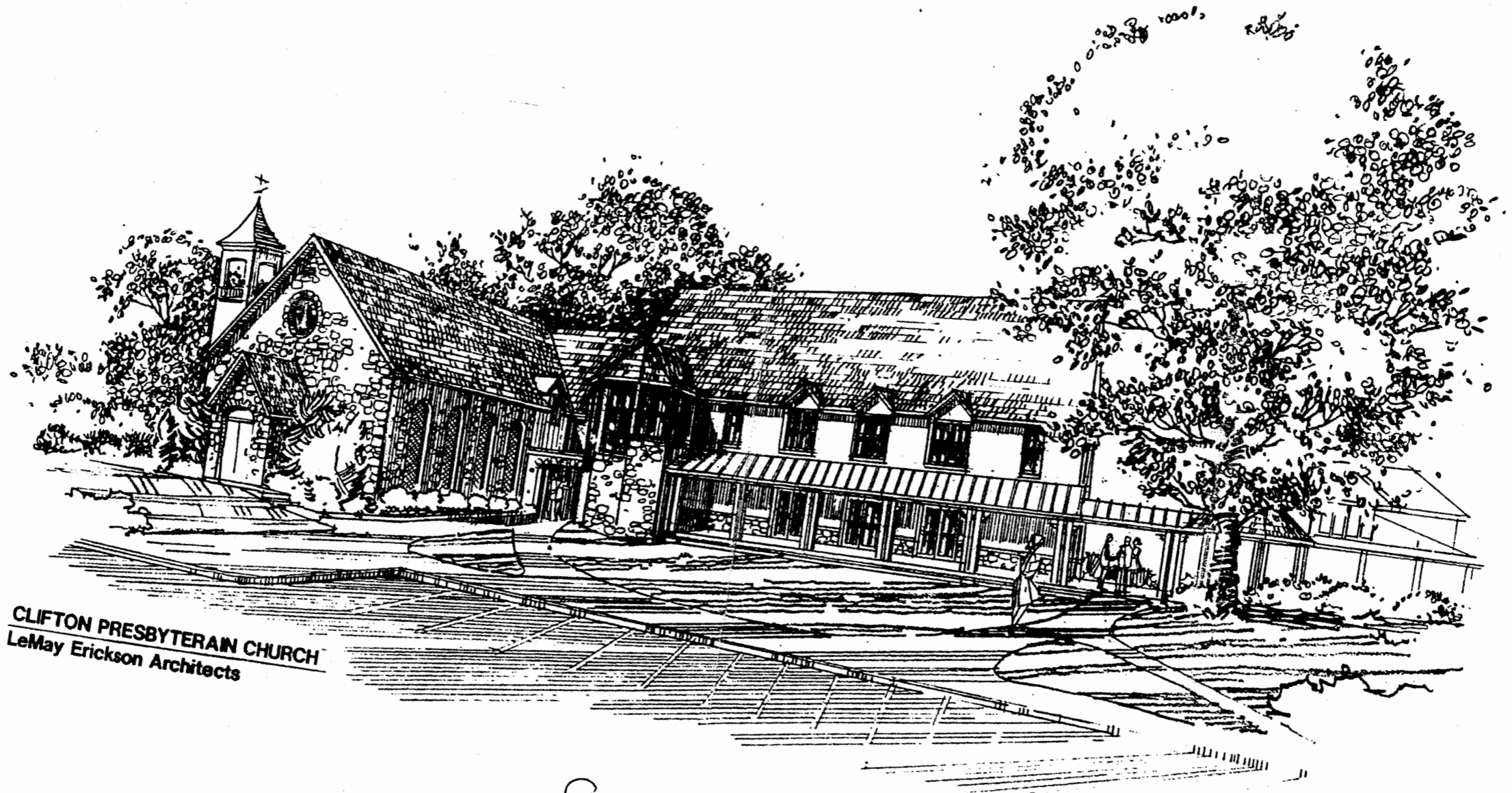
**An information sharing meeting will be held on Sunday June 2, at 9:30 AM during the Sunday School hour.** This meeting will be a time to ask questions and listen carefully to varying opinions of any kind.

We ask every member to read all information available to you and to attend both meetings. We ask that each member consider their vote prayerfully so that whatever the decision we make together will truly be one that God looks favorably upon.

**We ask that you express your ultimate decision where it will count the most, with your attendance and vote on June 9<sup>th</sup>.**

Yours in Christ,

The Members of the Long Range Planning Committee



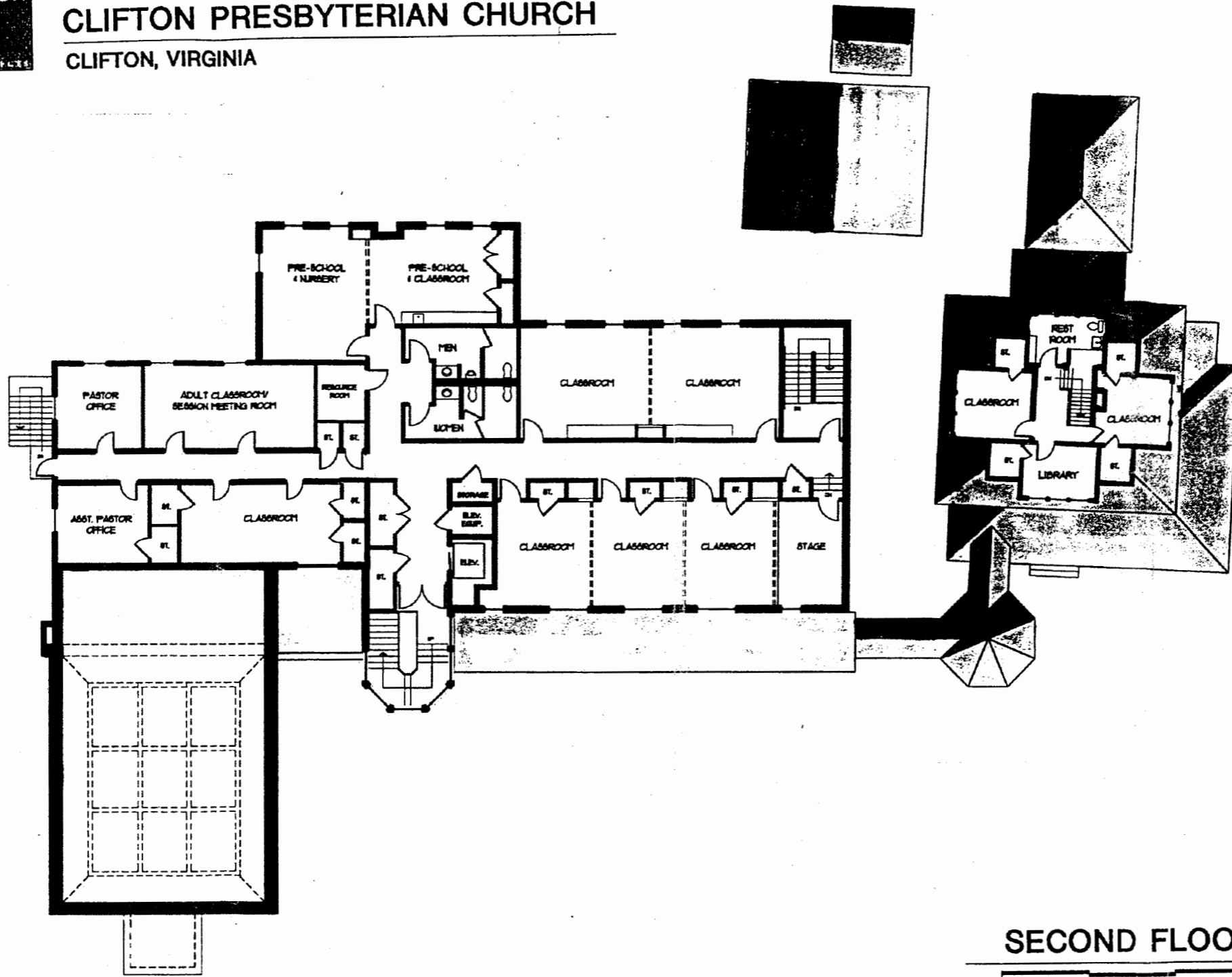
**CLIFTON PRESBYTERIAN CHURCH**  
LeMay Erickson Architects

Sept. 8th meeting - 9:30 - 10:30

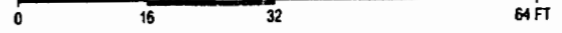


# CLIFTON PRESBYTERIAN CHURCH

CLIFTON, VIRGINIA



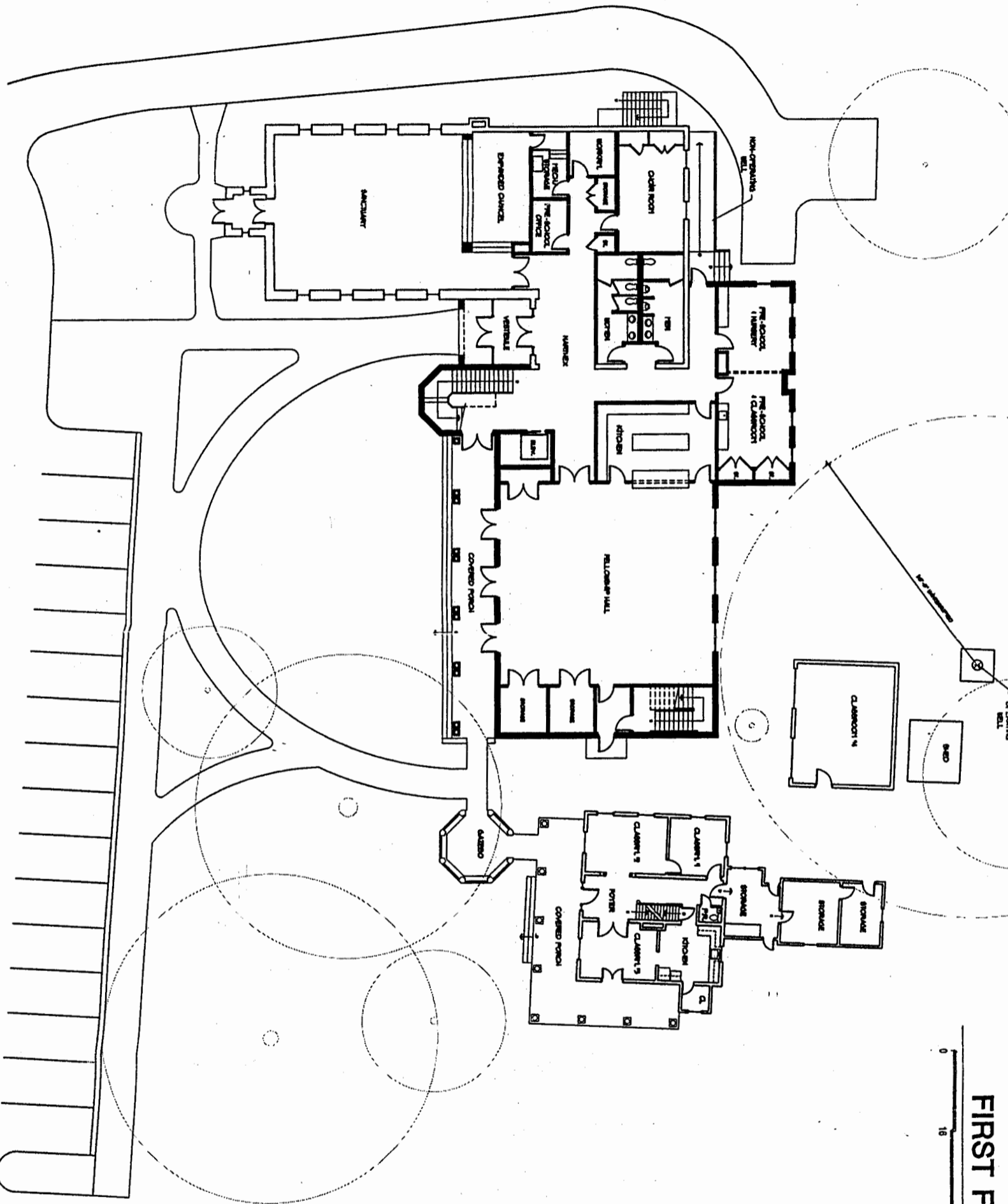
SECOND FLOOR PLAN





# CLIFTON PRESBYTERIAN CHURCH

CLIFTON, VIRGINIA



**FIRST FLOOR PLAN**

0 18 32 64 FT.



*File Copy*

June 4, 2002, 7:00 P.M.  
CLIFTON TOWN MEETING HALL, 12641 CHAPEL ROAD  
FY2003 Budget Hearing

CLIFTON TOWN COUNCIL MEETING  
7:30 P.M.  
AGENDA

- ✓ 1. Swearing in of Town Council Members
- ✓ 2. Treasurer's Report
- ✓ 3. Planning Commission
  - a. applications
- ✓ 4. ARB
  - a. applications
- ✓ 5. BZA
- ✓ 6. HUD update
- ✓ 7. Clifton's 100th update
- 8. Mayor's ~~response~~ <sup>report</sup> to letter from County attorney
- 9. Other :

Chesley  
Arnold  
Buckley  
Harrington  
Hollaway  
Nickum  
Jarrendt  
Effros  
Barton  
Wallace  
Williams

- Clifton Presby. Church annex design
- Rental hike for town hall

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 703-830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

Posted: Post Office and Clifton General Store

- ARB & Planning Comm. Notif. requirements
- Clifton Rev Signage
- " time capsule
- Cleanup: old town hall
- Barn (CBA)
- Davis Store

- Letters to read



# FAIRFAX COUNTY

**OFFICE OF THE COUNTY ATTORNEY**  
12000 Government Center Parkway, Suite 549  
Fairfax, Virginia 22035-0064  
Telephone: (703) 324-2421  
Facsimile: (703) 324-2665 or 324-3938

---

V I R G I N I A

May 21, 2002

The Honorable James C. Chesley  
Mayor, Town of Clifton  
P.O. Box 309  
Clifton, Virginia 20124

Re: Conversion of Barn to Assembly Use  
7139 Main Street, Clifton; Tax Map No. 75-4

Dear Mayor Chesley:

In response to your request, this Office has investigated the duties of the Town of Clifton and Fairfax County regarding the regulation of renovations to a barn, which is located at 7139 Main Street and owned by the Clifton Betterment Association ("Association"). Pursuant to the Building Inspection Agreement dated March 4, 1997, a copy of which is enclosed, Fairfax County administers and ensures compliance with the Virginia Uniform Statewide Building Code ("VUSBC") and The Code of the County of Fairfax, Virginia, within the Town of Clifton for all building, plumbing, mechanical and electrical work. Building permit application forms are processed initially by the Town and then forwarded by the Town to the Fairfax County Department of Public Works and Environmental Services ("DPWES"), together with required plans stamped by the Town and the required certificate/use permit from the Town. Finally, it is the duty of the Town Mayor or his authorized agent to report all violations of the VUSBC to DPWES.

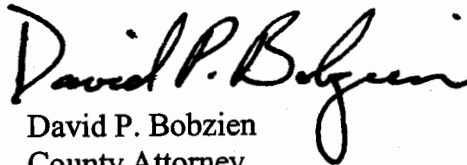
It is my understanding from the materials that you provided that the Association seeks to renovate the barn for public assembly purposes. By letter dated March 22, 2002, DPWES informed the Association that the barn is not presently suitable for public assembly purposes. DPWES also sent representatives to the April 2, 2002, meeting of the Town Council to present information about applicable building code requirements for such a conversion. Through these efforts, DPWES has informed the Association of the many issues it faces in renovating the barn to use for public assembly purposes.



The Honorable James C. Chesley  
May 21, 2002  
Page 2

Please contact me or Assistant County Attorney Sheila Costin at (703) 324-2421 if you have any questions regarding this matter.

Sincerely yours,

A handwritten signature in black ink that reads "David P. Bobzien". The signature is written in a cursive style with a large, looping initial "D".

David P. Bobzien  
County Attorney

Enclosure

cc: Elaine McConnell, Supervisor  
Springfield District



# FAIRFAX COUNTY

**OFFICE OF THE COUNTY ATTORNEY**  
12000 Government Center Parkway, Suite 549  
Fairfax, Virginia 22035-0064  
Telephone: (703) 324-2421  
Facsimile: (703) 324-2665 or 324-3938

---

V I R G I N I A

May 21, 2002

The Honorable James C. Chesley  
Mayor, Town of Clifton  
P.O. Box 309  
Clifton, Virginia 20124

Re: Conversion of Barn to Assembly Use  
7139 Main Street, Clifton; Tax Map No. 75-4

Dear Mayor Chesley:

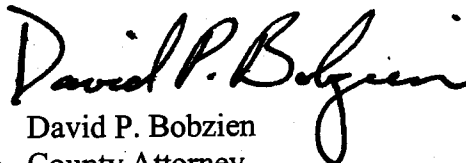
In response to your request, this Office has investigated the duties of the Town of Clifton and Fairfax County regarding the regulation of renovations to a barn, which is located at 7139 Main Street and owned by the Clifton Betterment Association ("Association"). Pursuant to the Building Inspection Agreement dated March 4, 1997, a copy of which is enclosed, Fairfax County administers and ensures compliance with the Virginia Uniform Statewide Building Code ("VUSBC") and The Code of the County of Fairfax, Virginia, within the Town of Clifton for all building, plumbing, mechanical and electrical work. Building permit application forms are processed initially by the Town and then forwarded by the Town to the Fairfax County Department of Public Works and Environmental Services ("DPWES"), together with required plans stamped by the Town and the required certificate/use permit from the Town. Finally, it is the duty of the Town Mayor or his authorized agent to report all violations of the VUSBC to DPWES.

It is my understanding from the materials that you provided that the Association seeks to renovate the barn for public assembly purposes. By letter dated March 22, 2002, DPWES informed the Association that the barn is not presently suitable for public assembly purposes. DPWES also sent representatives to the April 2, 2002, meeting of the Town Council to present information about applicable building code requirements for such a conversion. Through these efforts, DPWES has informed the Association of the many issues it faces in renovating the barn to use for public assembly purposes.

The Honorable James C. Chesley  
May 21, 2002  
Page 2

Please contact me or Assistant County Attorney Sheila Costin at (703) 324-2421 if you have any questions regarding this matter.

Sincerely yours,

A handwritten signature in cursive script that reads "David P. Bobzien". The signature is written in black ink and is positioned above the printed name and title.

David P. Bobzien  
County Attorney

Enclosure

cc: Elaine McConnell, Supervisor  
Springfield District

**BUILDING INSPECTION AGREEMENT**

THIS AGREEMENT made and entered into this 4<sup>th</sup> day of March, 1997, by and between the BOARD OF SUPERVISORS OF FAIRFAX COUNTY, VIRGINIA (hereinafter "Board"), the Director of the Fairfax County Department of Environmental Management (hereinafter "DEM"), and the TOWN OF CLIFTON, VIRGINIA (hereinafter "Town").

W I T N E S S E T H :

WHEREAS, the County of Fairfax, Virginia, has been granted by the Commonwealth the authority to adopt and enforce such measures as it may deem expedient to secure and promote the health, safety, and general welfare of its inhabitants pursuant to Va. Code § 15.1-510; and

WHEREAS, the Board has adopted and enforces such measures in accordance with the authority granted it pursuant to Va. Code § 15.1-510, and

WHEREAS, the Virginia Uniform Statewide Building Code, Volume 1 ("VUSBC"), as amended, charges the Board and DEM with the administration and enforcement of that Code; and

WHEREAS, the Town desires to utilize the services of the Inspection Services Division of DEM and to designate the Director of DEM as the Clifton Building Official for the purpose of administering and enforcing the VUSBC, as amended, as provided for in Va. Code § 36-105; and

WHEREAS, the Board is agreeable to providing such services on the basis of the terms and conditions hereinafter set forth:

NOW, THEREFORE, BE IT MUTUALLY AGREED THAT:

1. The Department of Environmental Management will provide inspection services under the VUSBC, as amended, Va. Code § 10.1-562, and The Code of the County of Fairfax, Virginia (hereinafter "The Code"), Chapters 61, 64, 65, and 66, within the Town for all building, plumbing, mechanical and electrical work.

2. The Board, its designated agents and employees, shall administer and enforce in the Town the VUSBC, as amended, and the related provisions of The Code.

3. Building permit application forms shall be provided by DEM. All applications shall be processed initially by the Town prior to submission to DEM. Among the required forms for a building permit shall be a certificate of appropriateness and/or a use permit, issued by the Town verifying that submitted plans comply with the Town's duly adopted zoning ordinance, including the historic overlay district provisions, if the plans so comply. Prior to submission of such application and plans to DEM, the appropriate Town official shall have first reviewed the submission and, if it complies with the Town Ordinances, shall so indicate on the form submitted to DEM and affix the Town stamp to the plans.

4. Permit and inspection fees as set forth in The Code shall be paid to the Director of Finance of Fairfax County. The Town may separately charge a permit fee and impose bond requirements upon the applicant.

5. The application forms as processed by the Town will be forwarded by the Town, together with the stamped plans required by

DEM and certification/use permit, to the Inspection Services Division of the Fairfax County Department of Environmental Management. No application for approval of any plumbing, mechanical or electrical work in the Town will be processed by DEM without submission of required plans stamped by the Town, and the required certificate/use permit from the Town. No extension of any permit shall be approved by DEM without an extension of the Town's certification/use permit approved by the Town.

6. Upon payment of all fees, and upon receipt of the stamped plan and certification/use permit from the Town indicating that the submitted plans comply with the duly adopted Town zoning ordinances, the County shall process said applications and plans, and after approving same, shall issue the necessary building permits. Any permit obtained from DEM either without, or in violation of, the Town's certification/use permit shall be deemed void ab initio.

7. The Town shall require each applicant to provide such information as DEM may require.

8. The Mayor or his agent is authorized to report all information concerning this agreement and violations of VUSBC to DEM.

9. The appropriate officials of the Town and DEM shall agree to furnish to each other such supplemental information as shall be necessary to comply with the intent of this agreement.


10. Construction in violation of a County permit and/or the Town's certificate/use permit shall be a basis for enforcement,

including without limitation, issuance of stop work orders and permit revocation. Violations of the VUSBC and related provisions shall be prosecuted at the discretion of the Director of DEM. Fees may be levied by the Board in order to defray the cost of such enforcement and appeals.

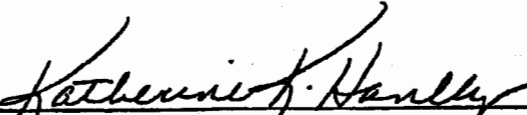
11. It is mutually agreed that the term of this agreement shall be a period of ten (10) years. This Agreement may be terminated, however, by either party upon ninety (90) days' written notice to the other.

IN WITNESS WHEREOF, the parties have executed this Agreement in Fairfax County, Virginia, the above day and year.

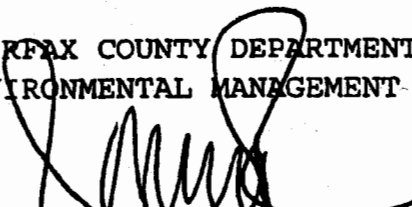
THE TOWN OF CLIFTON, VIRGINIA

By   
MAYOR  
TOWN OF CLIFTON, VIRGINIA, PURSUANT  
TO RESOLUTION OF TOWN COUNCIL  
ADOPTED ON January 7-1997

BOARD OF SUPERVISORS OF  
FAIRFAX COUNTY, VIRGINIA

By   
CHAIRMAN, BOARD OF SUPERVISORS  
OF FAIRFAX COUNTY, VIRGINIA

FAIRFAX COUNTY DEPARTMENT OF  
ENVIRONMENTAL MANAGEMENT

By   
DIRECTOR

APPROVED AS TO FORM:

DAVID P. BOBZIEN  
COUNTY ATTORNEY

By   
Assistant County Attorney



06/04/02

**Town of Clifton**  
**Proposed Profit & Loss Budget Overview**  
 July 2001 through June 2003

	Jul '01 - Jun '02	Jul '02 - Jun '03
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Grants</b>		
<b>Federal</b>		
<b>Federal Grant-Land</b>		
Town Match - Land	12,000	12,000
CBA Match - Land	12,000	12,000
Federal Grant-Land - Other	96,000	96,000
<b>Total Federal Grant-Land</b>	120,000	120,000
<b>Transportation Project-Trails</b>		
CBA Match - Trails	4,524	4,524
Town Match-Trails	0	
Town Inkind -Trails	4,524	4,524
Transportation Project-Trails - Other	36,192	36,192
<b>Total Transportation Project-Trails</b>	45,240	45,240
<b>Total Federal</b>	165,240	165,240
<b>State</b>		
<b>Fire Program Funds</b>	4,000	4,000
<b>Total State</b>	4,000	4,000
<b>Total Grants</b>	169,240	169,240
<b>Tax and Permits Revenue</b>		
Utility Consumption Tax		1,116
Motor Vehicle Tags	3,900	4,713
Sales Tax	15,132	15,000
Cigarette Tax	1,000	1,800
BPOL tax	16,108	15,000
ABC Profits	840	840
Use Permits	4,500	1,650
ARB Permits	2,160	120
PC-Subdivision		1,500
Railroad Tax	1,668	1,504
<b>Total Tax and Permits Revenue</b>	45,308	43,243
<b>Community Hall Revenues</b>		
Community Hall Donations	4,600	4,600
Community Hall Rentals	10,500	12,420
<b>Total Community Hall Revenues</b>	15,100	17,020

06/04/02

**Town of Clifton**  
**Proposed Profit & Loss Budget Overview**  
 July 2001 through June 2003

	Jul '01 - Jun '02	Jul '02 - Jun '03
<b>Book Sales Income</b>	0	
<b>Car Show Income</b>	125	125
<b>Haunted Trail Event</b>	6,000	6,000
<b>Clifton Day Revenues</b>	1,000	1,000
<b>Homes Tour/Bazaar</b>	2,200	2,200
<b>Farmers' Market Income</b>	1,360	600
<b>Park Rental</b>	400	400
<b>Interest Income</b>	645	645
<b>S.R. - Litter Control Grant</b>	750	1,100
<b>Other Income</b>	0	
<b>Total Income</b>	242,128	241,573
<b>Expense</b>		
<b>Payroll Expenses</b>		
<b>Gross Wages</b>		
Town Clerk (Administrative)	0	
Town Clerk (Recording)	3,500	3,750
Town Treasurer	3,500	3,750
<b>Total Gross Wages</b>	7,000	7,500
<b>Payroll Taxes</b>		
FICA	868	930
Medicare	203	218
<b>Total Payroll Taxes</b>	1,071	1,148
<b>Total Payroll Expenses</b>	8,071	8,648
<b>Contractual</b>		
<b>Insurance</b>	2,300	3,440
<b>Town Government</b>		
Architectural Review Board	500	500
Planning Commission	1,000	1,500
<b>Total Town Government</b>	1,500	2,000
<b>Professional Fees</b>		
Accounting	2,500	2,500
Legal Fees	3,500	5,500
Special Counsel	11,500	11,500
<b>Total Professional Fees</b>	17,500	19,500
<b>Rent</b>		
Railroad Siding Rental	800	800
Ayre Square Rental	500	500
<b>Total Rent</b>	1,300	1,300
<b>Town Maintenance</b>		
Beautification Comm.	2,500	2,500
Grounds Maintenance	3,500	3,500
Town Hall Maintenance	10,000	10,000
<b>Total Town Maintenance</b>	16,000	16,000

06/04/02

**Town of Clifton**  
**Proposed Profit & Loss Budget Overview**  
 July 2001 through June 2003

	Jul '01 - Jun '02	Jul '02 - Jun '03
<b>Town Services</b>		
Fire Program	4,000	4,000
Elections	600	
Grass Mowing	3,500	3,500
Trash Collection	1,400	1,692
<b>Total Town Services</b>	9,500	9,192
<b>Utilities</b>		
Gas and Electric	3,800	2,500
Water	250	300
<b>Total Utilities</b>	4,050	2,800
<b>Legal Advertising</b>	1,000	1,000
<b>Printing and Reproduction</b>	600	600
<b>Dues and Subscriptions</b>		
Va. Municipal League	267	310
Dues and Subscriptions - Other	210	210
<b>Total Dues and Subscriptions</b>	477	520
<b>Mayoral Reimbursement</b>	1,000	1,800
<b>Caboose Expenses</b>		
Caboose Electric	100	300
Caboose - Trentane Gas	300	300
Caboose Maintenance	2,500	2,500
<b>Total Caboose Expenses</b>	2,900	3,100
<b>Community Hall Expenses</b>		
C.H.-Equipment	2,000	2,000
C.H.-General Maintenance	2,900	2,900
C.H.-Cleaning	1,800	1,800
C.H. Floors	2,400	2,400
C.H. - Electric	7,000	9,626
C.H.-Management Fee	3,274	3,400
<b>Total Community Hall Expenses</b>	19,374	22,125
<b>Clifton Day Expenses</b>		950
<b>Homes Tour/Bazaar Exp</b>	600	600
<b>Miscellaneous</b>	5,000	5,000
<b>Total Contractual</b>	83,100	89,927
<b>Car Show Expense</b>	125	125
<b>Farmers' Market Expense</b>	272	250
<b>Haunted Trail Expenses</b>	2,000	2,000
<b>Clifton Book Publication</b>	0	

06/04/02

**Town of Clifton**  
**Proposed Profit & Loss Budget Overview**  
 July 2001 through June 2003

	Jul '01 - Jun '02	Jul '02 - Jun '03
<b>Commodities</b>		
Copies	300	300
Postage and Delivery	257	432
Computer Supplies	700	1,200
Office Supplies	900	900
License Plates	1,028	550
Miscellaneous	600	1,000
<b>Total Commodities</b>	3,785	4,382
<b>CIF Expenses</b>		
CIF-Playground Impr.	1,000	1,000
CIF-Miscellaneous	1,000	1,000
<b>Total CIF Expenses</b>	2,000	2,000
<b>Special Revenue Expenses</b>		
S.R. - Litter Control	750	1,100
<b>Total Special Revenue Expenses</b>	750	1,100
<b>Fed Fund-Transportation Proj</b>		
F.F. - Transp. Project-Land	120,000	120,000
F.F.- Transp. Project-Trails	40,716	40,716
F. F.-Transp - Inkind Svcs	4,524	4,524
Fed Fund-Transportation Proj - Other	0	
<b>Total Fed Fund-Transportation Proj</b>	165,240	165,240
<b>Total Expense</b>	265,344	273,671
<b>Net Ordinary Income</b>	(23,216)	(32,098)
<b>Net Income</b>	(23,216)	(32,098)

05/07/02

**Town of Clifton**  
**Proposed Profit & Loss Budget Overview**  
 July 2001 through June 2003

	Jul '01 - Jun '02	Jul '02 - Jun '03
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Grants</b>		
<b>Federal</b>		
<b>Federal Grant-Land</b>		
Town Match - Land	12,000	12,000
CBA Match - Land	12,000	12,000
Federal Grant-Land - Other	96,000	96,000
<b>Total Federal Grant-Land</b>	120,000	120,000
<b>Transportation Project-Trails</b>		
CBA Match - Trails	4,524	4,524
Town Match-Trails	0	
Town Inkind -Trails	4,524	4,524
Transportation Project-Trails - Other	36,192	36,192
<b>Total Transportation Project-Trails</b>	45,240	45,240
<b>Total Federal</b>	165,240	165,240
<b>State</b>		
Fire Program Funds	4,000	4,000
<b>Total State</b>	4,000	4,000
<b>Total Grants</b>	169,240	169,240
<b>Tax and Permits Revenue</b>		
Utility Consumption Tax		1,116
Motor Vehicle Tags	3,900	4,713
Sales Tax	15,132	15,000
Cigarette Tax	1,000	1,800
BPOL tax	16,108	15,000
ABC Profits	840	840
Use Permits	4,500	1,650
ARB Permits	2,160	120
PC-Subdivision		1,500
Railroad Tax	1,668	1,504
<b>Total Tax and Permits Revenue</b>	45,308	43,243
<b>Community Hall Revenues</b>		
Community Hall Donations	4,600	4,600
Community Hall Rentals	10,500	12,420
<b>Total Community Hall Revenues</b>	15,100	17,020
<b>Book Sales Income</b>	0	
<b>Car Show Income</b>	125	125
<b>Haunted Trail Event</b>	6,000	5,500
<b>Clifton Day Revenues</b>	1,000	1,000
<b>Homes Tour/Bazaar</b>	2,200	2,200
<b>Farmers' Market Income</b>	1,360	600
<b>Park Rental</b>	400	400
<b>Interest Income</b>	645	645

05/07/02

**Town of Clifton**  
**Proposed Profit & Loss Budget Overview**  
**July 2001 through June 2003**

	Jul '01 - Jun '02	Jul '02 - Jun '03
S.R. - Litter Control Grant	750	1,100
Other Income	0	
<b>Total Income</b>	<b>242,128</b>	<b>241,073</b>
<b>Expense</b>		
<b>Payroll Expenses</b>		
<b>Gross Wages</b>		
Town Clerk (Administrative)	0	
Town Clerk (Recording)	3,500	3,750
Town Treasurer	3,500	3,750
<b>Total Gross Wages</b>	<b>7,000</b>	<b>7,500</b>
<b>Payroll Taxes</b>		
FICA	868	930
Medicare	203	218
<b>Total Payroll Taxes</b>	<b>1,071</b>	<b>1,148</b>
<b>Total Payroll Expenses</b>	<b>8,071</b>	<b>8,648</b>
<b>Contractual</b>		
<b>Insurance</b>	2,300	2,038
<b>Town Government</b>		
Architectural Review Board	500	500
Planning Commission	1,000	1,000
<b>Total Town Government</b>	<b>1,500</b>	<b>1,500</b>
<b>Professional Fees</b>		
Accounting	2,500	2,500
Legal Fees	3,500	4,200
Special Counsel	11,500	11,500
<b>Total Professional Fees</b>	<b>17,500</b>	<b>18,200</b>
<b>Rent</b>		
Railroad Siding Rental	800	800
Ayre Square Rental	500	500
<b>Total Rent</b>	<b>1,300</b>	<b>1,300</b>
<b>Town Maintenance</b>		
Beautification Comm.	2,500	2,500
Grounds Maintenance	3,500	3,500
Town Hall Maintenance	10,000	10,000
Ayre Square Maintenance		100
<b>Total Town Maintenance</b>	<b>16,000</b>	<b>16,100</b>
<b>Town Services</b>		
Fire Program	4,000	4,000
Elections	600	
Grass Mowing	3,500	3,500
Trash Collection	1,400	1,692
<b>Total Town Services</b>	<b>9,500</b>	<b>9,192</b>

05/07/02

## Town of Clifton Proposed Profit & Loss Budget Overview July 2001 through June 2003

	Jul '01 - Jun '02	Jul '02 - Jun '03
<b>Utilities</b>		
Gas and Electric	3,800	1,100
Water	250	288
<b>Total Utilities</b>	4,050	1,388
<b>Legal Advertising</b>	1,000	1,000
<b>Printing and Reproduction</b>	600	600
<b>Dues and Subscriptions</b>		
Va. Municipal League	267	310
Dues and Subscriptions - Other	210	210
<b>Total Dues and Subscriptions</b>	477	520
<b>Mayoral Reimbursement</b>	1,000	1,800
<b>Caboose Expenses</b>		
Caboose Electric	100	300
Caboose - Trentane Gas	300	300
Caboose Maintenance	2,500	2,500
<b>Total Caboose Expenses</b>	2,900	3,100
<b>Community Hall Expenses</b>		
C.H.-Equipment	2,000	2,000
C.H.-General Maintenance	2,900	2,900
C.H.-Cleaning	1,800	1,800
C.H. Floors	2,400	2,400
C.H. - Electric	7,000	9,626
C.H.-Management Fee	3,274	3,400
<b>Total Community Hall Expenses</b>	19,374	22,125
<b>Clifton Day Expenses</b>		950
Homes Tour/Bazaar Exp	600	600
Miscellaneous	5,000	5,000
<b>Total Contractual</b>	83,100	85,413
<b>Car Show Expense</b>	125	125
<b>Farmers' Market Expense</b>	272	250
<b>Haunted Trail Expenses</b>	2,000	425
<b>Clifton Book Publication</b>	0	
<b>Commodities</b>		
Copies	300	300
Postage and Delivery	257	432
Computer Supplies	700	1,200
Office Supplies	900	900
License Plates	1,028	550
Miscellaneous	600	1,000
<b>Total Commodities</b>	3,785	4,382
<b>CIF Expenses</b>		
CIF-Playground Impr.	1,000	1,000
CIF-Miscellaneous	1,000	1,000
<b>Total CIF Expenses</b>	2,000	2,000

*Reverse* →

05/07/02

**Town of Clifton**  
**Proposed Profit & Loss Budget Overview**  
**July 2001 through June 2003**

	<u>Jul '01 - Jun '02</u>	<u>Jul '02 - Jun '03</u>
<b>Special Revenue Expenses</b>		
S.R. - Litter Control	750	1,100
<b>Total Special Revenue Expenses</b>	750	1,100
<b>Fed Fund-Transportation Proj</b>		
F.F. - Transp. Project-Land	120,000	120,000
F.F.- Transp. Project-Trails	40,716	40,716
F. F.-Transp - Inkind Svcs	4,524	4,524
Fed Fund-Transportation Proj - Other	0	
<b>Total Fed Fund-Transportation Proj</b>	165,240	165,240
<b>Total Expense</b>	265,344	267,582
<b>Net Ordinary Income</b>	(23,216)	(26,509)
<b>Net Income</b>	<u>(23,216)</u>	<u>(26,509)</u>



06/04/02

**Town of Clifton**  
**Profit & Loss Budget vs. Actual**  
**July 2001 through May 2002**

	Jul '01 - May '02	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Grants</b>				
<b>Federal</b>				
<b>Federal Grant-Land</b>				
Town Match - Land	0	11,000	(11,000)	0%
CBA Match - Land	0	11,000	(11,000)	0%
Federal Grant-Land - Other	0	88,000	(88,000)	0%
<b>Total Federal Grant-Land</b>	<u>0</u>	<u>110,000</u>	<u>(110,000)</u>	<u>0%</u>
<b>Transportation Project-Trails</b>				
CBA Match - Trails	0	4,147	(4,147)	0%
Town Match-Trails	0	0	0	0%
Town Inkind -Trails	0	4,147	(4,147)	0%
Transportation Project-Trails - Other	0	33,176	(33,176)	0%
<b>Total Transportation Project-Trails</b>	<u>0</u>	<u>41,470</u>	<u>(41,470)</u>	<u>0%</u>
<b>Total Federal</b>	<u>0</u>	<u>151,470</u>	<u>(151,470)</u>	<u>0%</u>
<b>State</b>				
<b>Fire Program Funds</b>	14,000	4,000	10,000	350%
<b>Total State</b>	<u>14,000</u>	<u>4,000</u>	<u>10,000</u>	<u>350%</u>
<b>Total Grants</b>	<u>14,000</u>	<u>155,470</u>	<u>(141,470)</u>	<u>9%</u>
<b>Tax and Permits Revenue</b>				
Utility Consumption Tax	891			
Motor Vehicle Tags	4,801	3,900	901	123%
Sales Tax	12,033	13,871	(1,838)	87%
Cigarette Tax	1,409	917	492	154%
BPOL tax	13,945	16,108	(2,163)	87%
ABC Profits	603	770	(167)	78%
Use Permits	1,400	4,125	(2,725)	34%
ARB Permits	10	1,980	(1,970)	1%
PC-Subdivision	1,500			
Railroad Tax	1,504	1,668	(164)	90%
<b>Total Tax and Permits Revenue</b>	<u>38,096</u>	<u>43,339</u>	<u>(5,242)</u>	<u>88%</u>
<b>Community Hall Revenues</b>				
Community Hall Donations	0	4,600	(4,600)	0%
Community Hall Rentals	9,825	9,625	200	102%
<b>Total Community Hall Revenues</b>	<u>9,825</u>	<u>14,225</u>	<u>(4,400)</u>	<u>69%</u>

06/04/02

**Town of Clifton**  
**Profit & Loss Budget vs. Actual**  
**July 2001 through May 2002**

	Jul '01 - May '02	Budget	\$ Over Budget	% of Budget
Book Sales Income	(60)	0	(60)	100%
Car Show Income	0	125	(125)	0%
Haunted Trail Event	5,149	6,000	(851)	86%
Clifton Day Revenues	963	1,000	(37)	96%
Homes Tour/Bazaar	140	2,200	(2,060)	6%
Farmers' Market Income	0	1,166	(1,166)	0%
Park Rental	100	367	(267)	27%
Interest Income	792	591	201	134%
S.R. - Litter Control Grant	1,100	750	350	147%
Other Income	0	0	0	0%
<b>Total Income</b>	<b>70,106</b>	<b>225,232</b>	<b>(155,126)</b>	<b>31%</b>
<b>Expense</b>				
Centenial Birthday Celebration	2,000			
Uncategorized Expenses	0			
<b>Payroll Expenses</b>				
<b>Gross Wages</b>				
Town Clerk (Administrative)	0	0	0	0%
Town Clerk (Recording)	1,750	1,750	0	100%
Town Treasurer	1,750	1,750	0	100%
<b>Total Gross Wages</b>	<b>3,500</b>	<b>3,500</b>	<b>0</b>	<b>100%</b>
<b>Payroll Taxes</b>				
FICA	536	868	(333)	62%
Medicare	0	203	(203)	0%
<b>Total Payroll Taxes</b>	<b>536</b>	<b>1,071</b>	<b>(536)</b>	<b>50%</b>
<b>Total Payroll Expenses</b>	<b>4,036</b>	<b>4,571</b>	<b>(536)</b>	<b>88%</b>
<b>Contractual</b>				
Insurance	1,820	2,300	(480)	79%
<b>Town Government</b>				
Architectural Review Board	0	458	(458)	0%
Planning Commission	823	917	(94)	90%
<b>Total Town Government</b>	<b>823</b>	<b>1,375</b>	<b>(552)</b>	<b>60%</b>
<b>Professional Fees</b>				
Accounting	0	2,500	(2,500)	0%
Legal Fees	3,830	3,208	622	119%
Special Counsel	0	10,542	(10,542)	0%
<b>Total Professional Fees</b>	<b>3,830</b>	<b>16,250</b>	<b>(12,420)</b>	<b>24%</b>
<b>Rent</b>				
Railroad Siding Rental	775	733	42	106%
Ayre Square Rental	457	500	(43)	91%
<b>Total Rent</b>	<b>1,232</b>	<b>1,233</b>	<b>(2)</b>	<b>100%</b>

06/04/02

**Town of Clifton**  
**Profit & Loss Budget vs. Actual**  
 July 2001 through May 2002

	Jul '01 - May '02	Budget	\$ Over Budget	% of Budget
<b>Town Maintenance</b>				
Beautification Comm.	110	2,292	(2,182)	5%
Grounds Maintenance	1,432	3,208	(1,777)	45%
Town Hall Maintenance	408	9,167	(8,759)	4%
Ayre Square Maintenance	104			
<b>Total Town Maintenance</b>	2,053	14,667	(12,613)	14%
<b>Town Services</b>				
Fire Program	14,000	4,000	10,000	350%
Elections	385	600	(215)	64%
Grass Mowing	3,000	3,063	(63)	98%
Trash Collection	1,549	1,283	266	121%
<b>Total Town Services</b>	18,934	8,946	9,988	212%
<b>Utilities</b>				
Gas and Electric	1,020	3,483	(2,463)	29%
Water	286	188	99	153%
<b>Total Utilities</b>	1,307	3,671	(2,364)	36%
<b>Legal Advertising</b>	0	917	(917)	0%
<b>Printing and Reproduction</b>	0	550	(550)	0%
<b>Dues and Subscriptions</b>				
Va. Municipal League	306	267	39	115%
Dues and Subscriptions - Other	180	193	(13)	94%
<b>Total Dues and Subscriptions</b>	486	460	27	106%
<b>Mayoral Reimbursement</b>	1,383	917	466	151%
<b>Caboose Expenses</b>				
Caboose Electric	247	92	156	270%
Caboose - Trentane Gas	190	275	(85)	69%
Caboose Maintenance	400	2,292	(1,892)	17%
<b>Total Caboose Expenses</b>	837	2,658	(1,821)	31%
<b>Community Hall Expenses</b>				
C.H.-Equipment	190	1,833	(1,644)	10%
C.H.-General Maintenance	2,029	2,658	(629)	76%
C.H.-Cleaning	1,800	1,650	150	109%
C.H. Floors	1,450	2,200	(750)	66%
C.H. - Electric	8,964	6,417	2,547	140%
C.H.-Management Fee	2,857	3,001	(144)	95%
<b>Total Community Hall Expenses</b>	17,290	17,759	(469)	97%
<b>Clifton Day Expenses</b>	939			
<b>Homes Tour/Bazaar Exp</b>	390	600	(210)	65%
<b>Miscellaneous</b>	1,008	4,583	(3,575)	22%
<b>Total Contractual</b>	52,332	76,885	(24,553)	68%
<b>Car Show Expense</b>	125	125	0	100%
<b>Farmers' Market Expense</b>	0	233	(233)	0%
<b>Haunted Trail Expenses</b>	408	2,000	(1,592)	20%
<b>Clifton Book Publication</b>	0	0	0	0%

06/04/02

**Town of Clifton**  
**Profit & Loss Budget vs. Actual**  
**July 2001 through May 2002**

	Jul '01 - May '02	Budget	\$ Over Budget	% of Budget
<b>Commodities</b>				
Copies	120	275	(155)	44%
Postage and Delivery	287	236	51	122%
Computer Supplies	108	642	(534)	17%
Office Supplies	103	825	(722)	13%
License Plates	520	1,028	(508)	51%
Miscellaneous	770	550	220	140%
<b>Total Commodities</b>	<b>1,908</b>	<b>3,555</b>	<b>(1,647)</b>	<b>54%</b>
<b>CIF Expenses</b>				
CIF-Playground Impr.	0	917	(917)	0%
CIF-Miscellaneous	0	917	(917)	0%
<b>Total CIF Expenses</b>	<b>0</b>	<b>1,833</b>	<b>(1,833)</b>	<b>0%</b>
<b>Fed Fund-Transportation Proj</b>				
F.F. - Transp. Project-Land	0	110,000	(110,000)	0%
F.F.- Transp. Project-Trails	1,103	37,323	(36,220)	3%
F. F.-Transp - Inkind Svcs	668	4,147	(3,479)	16%
Fed Fund-Transportation Proj - Other	0	0	0	0%
<b>Total Fed Fund-Transportation Proj</b>	<b>1,771</b>	<b>151,470</b>	<b>(149,699)</b>	<b>1%</b>
<b>Total Expense</b>	<b>62,579</b>	<b>240,673</b>	<b>(178,094)</b>	<b>26%</b>
<b>Net Ordinary Income</b>	<b>7,527</b>	<b>(15,441)</b>	<b>22,968</b>	<b>(49)%</b>
<b>Net Income</b>	<b>7,527</b>	<b>(15,441)</b>	<b>22,968</b>	<b>(49)%</b>

TOWN OF CLIFTON, VIRGINIA

TREASURER'S REPORT

4-Jun-02

STATEMENT OF CASH BALANCES

Regular Checking Account:	\$3,219
Money Market Savings Account:	\$47,100
Planning Commission Escrow: Overson	<u>\$5,606</u>
<b>TOTAL CASH BALANCE:</b>	<u><u>\$55,925</u></u>

*(Clifton Hts.  
Escrow)*

Treasurer's Report prepared by:

Marilyn Barton  
Treasurer

Minutes  
Clifton Town Council Meeting  
Tuesday, May 7, 2002  
Clifton Town Hall

File  
copy

Present: Mayor Jim Chesley, Mac Arnold, Margo Buckley, Laura Harrington, Bill Hollaway, Wayne Nickum, Town Attorney Rod Williams; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Motion made to approve Town Council minutes from April 2, 2002, with the following addition: add the name Johnston after Lane in item 5.d, Planning Commission report. Approved unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

2. Planning Commission: Bill Hollaway

a. Witt use permit for deck, lot 5, Clifton Heights. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

b. Stein use permit will be considered after lot consolidation is complete. Public hearing will be held at next Planning Commission meeting.

c. Dygve use permit for dormer window. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

d. Engel use permit for carriage house. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

e. Makarita use permit for new home construction, lot 3, Clifton Heights. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

f. Clifton pump and haul system: present system will be updated by the county, and should be consistent with present sewer policy of the town. Motion made to reaffirm our support for the present Clifton sewer policy. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum. Town will send letter to county and ask that they proceed on this basis. Motion made to approve the sending of letter. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

g. New zoning for CBA property as community open space was also discussed at last Planning Commission meeting.

h. Clark use permit for fence, 12653 School Street. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

3. ARB: Laura Harrington

a. Witt deck design approved

b. Johnston pool design approved

4. Beaver dam report: since heavy rains, dam sustained substantial damage; no further activity by busy beaver observed.

5. Old Town Hall property: motion made to discuss at June Town Council meeting. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

6. Davis store issue concerning the question of whether the town should donate money to the coalition. Discussion tabled until budget review is complete.

7. Use of town policeman will be discussed at June meeting, at which time the person will be present to meet members of the town.

8. Michele Stein will present milestones in the history of the CBA barn at the June meeting. (This will be put on the agenda.)

9. Motion made to approve Jeff Stein to town representative for the Fairfax County Sports Commission. Approved unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
10. Discussion of the construction of a town bulletin board with glass front and lock. Motion made to have such a board built and made architecturally appropriate for the town. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
11. Farmer's Market: Deb Dillard. Deb requested town approval for getting signs made for advertising the market. She will get necessary ARB approval for the design. Motion made to approve signage for Clifton Farmer's Market. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
12. Clifton's 100th celebration update: so far, over \$400 has been made from sale of mugs, shirts and posters.
13. Treasurer's report: Marilyn Barton. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
14. FY03 Budget discussion/recommendations:
- a. VML contract insurance: \$3, 440
  - b. Planning Commission: increase to \$1500
  - c. Legal fees: increase to \$5500
  - d. Railroad siding: keep at same amount, \$800
  - e. Beautification Committee: decrease amount?
  - f. Town Hall maintenance
  - g. Haunted Trail: increase to \$2000
15. Motion made to advertise FY2003 Budget Hearing for June 4, 2002, 7 P.M., before the start of Town Council meeting, and with a special Town Council meeting held seven days later. Motion passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum. (Copies of the proposed FY2003 Budget will be available from Clifton Treasurer or Town Clerk.)
16. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

**June 4, 2002, 7:00 P.M.  
CLIFTON TOWN MEETING HALL, 12641 CHAPEL ROAD  
FY2003 Budget Hearing**

**CLIFTON TOWN COUNCIL MEETING  
7:30 P.M.  
AGENDA**

- |   |                   |
|---|-------------------|
| <b>1. Swearing in of Town Council Members</b>             |                   |
| <b>2. Treasurer's Report</b>                              | <b>Chesley</b>    |
| <b>3. Planning Commission</b>                             | <b>Arnold</b>     |
| <b>a. applications</b>                                    | <b>Buckley</b>    |
| <b>4. ARB</b>   | <b>Harrington</b> |
| <b>a. applications</b>                                    | <b>Hollaway</b>   |
| <b>5. BZA</b>   | <b>Nickum</b>     |
| <b>6. HUD update</b>                                      | <b>Jarrendt</b>   |
| <b>7. Clifton's 100th update</b>                          | <b>Effros</b>     |
| <b>8. Mayor's response to letter from County attorney</b> | <b>Barton</b>     |
| <b>9. Other</b>   | <b>Wallace</b>    |
|   | <b>Williams</b>   |

**If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 703-830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.**

**Posted: Post Office and Clifton General Store**



Minutes  
Clifton Town FY2003 Budget Hearing (7:00)  
Clifton Town Council Meeting (7:30)  
Tuesday, ~~January 8, 2002~~  
Clifton Town Hall

June 4, 2002

Present: Mayor Jim Chesley, Mac Arnold (7:30), Margo Buckley, Laura Harrington, Bill Hollaway, Wayne Nickum, Town Attorney Rod Williams; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Mayor Chesley opened budget hearing with a request for public comment.
2. No one spoke and a motion was made to close hearing. Motion passed unanimously: Chesley, Buckley, Harrington, Hollaway, Nickum.
3. After seven days a special Town Council meeting must be held to approve FY2003 budget. Motion made to hold meeting on Thursday, June 20, at 7:30 P.M. Passed unanimously: Chesley, Buckley, Harrington, Hollaway, Nickum. (Meeting notice will be posted at post office. CBA and Gentlemen's Club will also be notified.)
4. At 7:30 Mayor Chesley called the Town Council meeting to order.
5. Motion made to approve May 7, 2002, Town Council minutes. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
6. Mayor and Town Council members were sworn in for next two-year term by *John Frey, Clerk* J. Frye of the Fairfax County Circuit Court.
7. Treasurer's report: Marilyn Barton
  - a. Profit/loss budget vs. actual report *from last Clifton Day for Meeting Hall Rental*
  - b. CBA still owes us \$1000; bill was sent over a month ago; Clifton Day approval dependent on receipt of payment
  - c. Two year comparative budget analysis needed by Marilyn
  - d. Motion made to approve treasurer's report. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
8. Planning Commission: Bill Hollaway
  - a. Stein lot consolidation approved by Planning Commission; Rod presently looking over legal paperwork
9. ARB: Laura Harrington
  - a. Sign applications from First Baptist Church and Baskets and Boughs both denied; both given ARB guidelines to follow in future.
10. BZA: no report
11. HUD update: no change; government has imposed additional regulations. *Brant Baber* Brant Baber has indicated a desire to serve on this committee. Motion made to appoint Brant to HUD Affordable Housing Project Committee. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
12. Clifton's 100th Anniversary Project: Lynne Garvey Hodge

13. Presbyterian Church addition design was discussed. In previous months the Town Council and Church representatives discussed sewer/fixture units only, not addition to church. Motion made for Mayor Chesley to contact Rev. Stanton-Hoyle and address this issue at the special June 20, 2002, Town Council meeting. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum. (This is an issue involving the Planning Commission, ARB and Town Council.)

14. CBA barn issue: Mayor Chesley reminded Council that it is his responsibility to report violations to the county, and it is the Town Council members' responsibility to report any violations to the mayor. Once the mayor reports to the county, the county investigates and contacts violator. The owner of the property must then correct the situation or cease activity on property. CBA Barn Committee has requested a Town Council representative to attend their meetings and act as a liaison. Laura Harrington would like to be that person. The CBA is also invited to the Town Council meetings, especially the President, the Vice-president and Treasurer. At the present time, rezoning is the issue with the barn.

15. Rental fees for Clifton Meeting Hall were discussed. Should we raise ours? At present, our fees are \$75 per 3 hours, Tuesday through Friday; and \$100 per 3 hours for weekend use. Margo will prepare a comparison of what we charge with what Fairfax Station charges for next Town Council meeting.

16. Notification of pending use permit signs: we need to order a supply of these signs to be given to applicants and posted in post office. Bill Hollaway will look over signs used in the past.

17. Old town hall property: discussion to be held at July Town Council meeting. The March, 2002, report noted that \$100,000 was needed to bring building up to code for public use, and \$10,000 needed to make building useable for a residence. Since March, however, since building has not been used, even more maintenance is needed. *of March of 2002*

18. Clifton's summer events, including 5K run, are now posted under Community News at [www.nbc4.com](http://www.nbc4.com)

19. Police coverage for July 4th event has been arranged. Police invited to July Town Council meeting to present what will be best to ensure adequate coverage for our town. Also to be discussed : town radar gun.

20. Mayor's report on traffic calming devices for town of Clifton: VDOT has approved three-way stop at Dell and Main Streets with warning sign and 25mph speed signs erected. Also being considered are raised brick crosswalks or sidewalks that help to slow traffic. Mayor Chesley urged Town Council members to look at these raised sidewalks on Burke Station Road to get an idea how they look and work.

21. Also being considered are additional signs at railroad crossing. Wayne Nickum brought up concern over cars being stopped on the tracks as cars are backing out from front of Clifton Store. Bill Hollaway asked to look into original use permit issued to the store to see how parking was to be addressed. This issue will be put on July agenda.

22. Mayor Chesley discussed <sup>3</sup>IDEA funds and the fact that we still have \$120,000 available. Since Gilliam does not wish to sell his Newman Road property, we should consider other projects such as town clock, parking lot drainage by caboose, and trail improvements. Motion made to move funds to other improvements/projects. Yays: Chesley, Arnold, Hollaway, Nickum. Nay: Buckley. Abstain: Harrington. Motion passed.

23. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

Jimmy -  
Call me

with  
corrections -

I will need  
this copy I whole  
because the whole  
deleted by mistake -  
UGH!

thing  
Call me  
before Monday  
Am. 9:00 I'll  
drop by to  
pick up -

I will notify  
CBA (Keith) of  
gentlemen's  
club (Mac)  
about  
6/20  
mtg.

Absent: Mac Arnold

6-4-02

# Proposed Budget Overview

No comment from general public;  
hearing closed at 7:20 P.M.



7 days

\* Thurs. 6/20/02 7:30 P.M.  
T.C. to approve FY2003

Motion passed - Members bring  
Cherley

\*

Post this:

1. Announcement in P.O.
2. Gutterman's Club: Max
3. CBA: Keith

Notify these  
& organizations

T.C. Mtg.  
Mac: present  
7:30 P.M.



1. Minutes approved

2. swearing in of Council members for next 4 years

J. Frye of the Circuit Court

3. Treasurer's Report: Marilyn Batten

\* Profit/Loss budget vs. actual report

CBA Bill: \$1,000,000

Seen over a month ago  
w/ no Clifton Day approval

\* July agenda  
7 P.M.

Public hearing:  
Ordinance change

- 2 yr. Comparative budget review  
needed by Marilyn; Marge to get  
Anthony to consider -

Unv.  
Approved

③ Planning Comm.

- a. Steen tot consolidation approved -  
had look at legal paperwork
- b. Chokes pressing Elaine McC.

④ ARB 22

Sign } Both denied

- 1st Baptist Church } Both given
- Baskets & Boughs } Guidelines

⑤ BZA: NO

⑥ HUD update - gov't imposed additional regulations  
Bret would like to be on Comm.

Paper unv. approved; motion passed

⑦ 100th Anniversary update: Lynn Jarvey Hodge

⑧ Presby. Church addition design

Church <sup>said</sup> they did not intend to construct  
an addition

Only thing run by us was floor/  
fixtures #s

Jimmy

Motion to Contract pastor -

Planning Com / Mayor / ARB  
 (Council) design  
 Zoning? sewer  
 setbacks? issue  
~~sewer?~~

parking issue?  
 use issue?

Next month's agenda -  
 add on to spec. T.C. mtg.  
 on 7/20/02

motion  
 made  
~~stayed~~  
 unanimous

Korean / Presbyterian  
 23 member congregation  
 separate entity - need

to apply for a use permit

(9) CBA Park issue } waste of time?  
 County attorney

Job of Mayor is to report  
 violation; T.C. members have the  
 responsibility to report any violation to  
 Mayor

Mayor ~~will~~ informs County;  
 County investigates & contacts violator -  
 owner of property must correct or  
close

park committee wants T.C.  
 CBA representative - Laura would  
 like to do this; conduct of info.

Communication issued bet. T.C. & CBA -  
but CBA doesn't come to meetings -

Invite:  
Rick  
+  
President  
&  
V. President

Invite to regular T.C. mtg.  
in August →

- did not come to April mtg.  
/ " " " " June "

\* Right now <sup>re-</sup> zoning is the issue  
w/ Barn

like a  
CBA - social welfare org. (T.I.F.) ↓  
+ ~~CBA~~ Town Improvement Fund  
owner 501C3 brought land/  
[of town & land] CBA farm

10. Rental fees - should we raise ours?

T-Fri. : \$75 / per 3 hours  
Weekends : 100 / per 3 hours

next  
month

Margo - matrix of what  
we charge of compare  
w/ what Fr. Station charges

(11)

CBA

Signage / use of town property



motion approved

(12)

Planned  
Comm.

Notification posters  
small & large

Town  
Bill

↓  
Have him  
review

(13)

Old Town Hall property

March, 2001

Can be used as an office

- \$100,000 to bring bldg. up to code  
for public use

- \$10,000 - to make bldg. useable  
for a residence

Town  
owned  
property

Now more maintenance is needed  
↓  
add to:  
July agreed because bldg  
is not being  
used at all



Time Capsule

(14) Board Committee's next meeting

(15) Rod's firm's letter -  
Mayor mtg. -

(16) Alex Novack -  
wants to help w/ Centennial by offering  
baby sitting

www.nbc4.com

(17) NPA, Channel 4  
Community Calendar - Clayton  
added (summer) events such as  
5K run) for community events  
we would like advertised  
(Cut off is Labor Day)

(18) Geo. Mason letter  
series of classes on 9/11/01 -  
Terrorism, etc.

(19) Radar gun } R. King -

Police coverage: July 1, 2002

\* Police invited to July mtg. to  
present what times will be  
best for coverage

Radar  
gun →  
who  
gets to  
use it

Next T.C.

Captain Wilson

will be present

(20)

Jimmy had mtg w/

VDOT - re: traffic calming -

Board of Supervisors -

Approved VDOT → 3 way stop at

Dell & Main St. } Warning Sign -

25 mph speed signs will also be

erected

\$200 additional fine Signs  
Newman bet FK Stat. &  
triangle?

Calming

4 Raised Sidewalks

Chapel &  
will be  
installed

School + Main  
main  
where  
stripes  
are presently -  
gentle bump

T.C.:  
Look at  
these raised  
sidewalks  
on Burke Station  
Road

Will be  
paid for  
no  
cost to  
us

(21)

Additional track signage also being  
considered

\* Problem:

[People getting stuck on the  
tracks]

(22)

\* Parking at Clifton Store - Bill  
to look up use permit (10 years ago?)  
owner of store need to come to mtg

Put on  
agenda

(23) Transp. Enhancement Act.

Jimmy in Richmond -

New Committee, very helpful if more town

residents would  
volunteer

Jimmy would like people to  
consider

IC The funds

Gillan does not care to sell  
his land

\$120,000  
available

Phase 1, 2, 3 } funded  
funds \$8 to

other projects:

Ideas:

~~\$5,000,000~~ } another light

\$2,000

for side of Cabot

} Town Victorian

clock

} correct drainage of

parking lot

\$4,000

} Trails? improvement

We need

Approx 13,000

Jimmy:

Motion made to move funds  
to these other projects/improvements

Approved: all but

Opposed: Margo

Abstain: Laura Harrington

(24)

Side  
week  
discussion

Talk to CBA

Agreement for the agreement -  
on flood plain

Laura  
Harrington:  
trail to  
connect to  
Ft. Co. Parkway



Multi-use trail

No motor cycles, horses,  
however -

In God We Trust -  
have the right to post

Adjourn

10th anniversary  
of Occ. Watershed

*June 26, 2002*  
*8:10 P.M.*  
June 20, 2002, 7:30 P.M.

**CLIFTON TOWN MEETING HALL, 12641 CHAPEL ROAD**

**SPECIAL CLIFTON TOWN COUNCIL MEETING**

**AGENDA**

- 1. FY2003 Budget**
- 2. Clifton Presbyterian Church: design of addition**
- 3. Serving of alcohol on town properties**

**Chesley  
Arnold  
Buckley  
Harrington  
Hollaway  
Nickum  
Jarrendt  
Effros  
Barton  
Wallace  
Williams**

**If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 703-830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.**

**Posted: Post Office and Clifton General Store**

06/26/02

**Town of Clifton**  
**Proposed Profit & Loss Budget Overview**  
 July 2002 through June 2003

	Jul '02 - Jun '03
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Grants</b>	
<b>Federal</b>	
<b>Federal Grant-Land</b>	
Town Match - Land	12,000
CBA Match - Land	12,000
Federal Grant-Land - Other	96,000
<b>Total Federal Grant-Land</b>	120,000
<b>Transportation Project-Trails</b>	
CBA Match - Trails	4,524
Town Inkind -Trails	4,524
Transportation Project-Trails - Other	36,192
<b>Total Transportation Project-Trails</b>	45,240
<b>Total Federal</b>	165,240
<b>State</b>	
Fire Program Funds	4,000
<b>Total State</b>	4,000
<b>Total Grants</b>	169,240
<b>Tax and Permits Revenue</b>	
Utility Consumption Tax	1,116
Motor Vehicle Tags	4,713
Sales Tax	15,000
Cigarette Tax	1,800
BPOL tax	15,000
ABC Profits	840
Use Permits	1,650
ARB Permits	120
PC-Subdivision	1,500
Railroad Tax	1,504
<b>Total Tax and Permits Revenue</b>	43,243
<b>Community Hall Revenues</b>	
Community Hall Donations	4,600
Community Hall Rentals	12,420
<b>Total Community Hall Revenues</b>	17,020
<b>Car Show Income</b>	125
<b>Haunted Trail Event</b>	6,000
<b>Clifton Day Revenues</b>	1,000
<b>Homes Tour/Bazaar</b>	2,200
<b>Farmers' Market Income</b>	600
<b>Park Rental</b>	400
<b>Interest Income</b>	645
<b>S.R. - Litter Control Grant</b>	1,100
<b>Total Income</b>	241,573
<b>Expense</b>	
<b>Payroll Expenses</b>	
<b>Gross Wages</b>	
Town Clerk (Recording)	3,750
Town Treasurer	3,750
<b>Total Gross Wages</b>	7,500
<b>Payroll Taxes</b>	
FICA	930
Medicare	218
<b>Total Payroll Taxes</b>	1,148
<b>Total Payroll Expenses</b>	8,648

06/26/02

**Town of Clifton**  
**Proposed Profit & Loss Budget Overview**  
 July 2002 through June 2003

	Jul '02 - Jun '03
<b>Contractual</b>	
<b>Insurance</b>	3,440
<b>Town Government</b>	
Architectural Review Board	500
Planning Commission	1,500
<b>Total Town Government</b>	2,000
<b>Professional Fees</b>	
Accounting	2,500
Legal Fees	5,500
Special Counsel	11,500
<b>Total Professional Fees</b>	19,500
<b>Rent</b>	
Railroad Siding Rental	800
Ayre Square Rental	500
<b>Total Rent</b>	1,300
<b>Town Maintenance</b>	
Beautification Comm.	2,500
Grounds Maintenance	3,500
Town Hall Maintenance	10,000
<b>Total Town Maintenance</b>	16,000
<b>Town Services</b>	
Fire Program	4,000
Grass Mowing	3,500
Trash Collection	1,692
<b>Total Town Services</b>	9,192
<b>Utilities</b>	
Gas and Electric	2,500
Water	300
<b>Total Utilities</b>	2,800
<b>Legal Advertising</b>	1,000
<b>Printing and Reproduction</b>	600
<b>Dues and Subscriptions</b>	
Va. Municipal League	310
Dues and Subscriptions - Other	210
<b>Total Dues and Subscriptions</b>	520
<b>Mayoral Reimbursement</b>	1,800
<b>Caboose Expenses</b>	
Caboose Electric	300
Caboose - Trentane Gas	300
Caboose Maintenance	2,500
<b>Total Caboose Expenses</b>	3,100
<b>Community Hall Expenses</b>	
C.H.-Equipment	2,000
C.H.-General Maintenance	2,900
C.H.-Cleaning	1,800
C.H. Floors	2,400
C.H. - Electric	9,626
C.H.-Management Fee	3,400
<b>Total Community Hall Expenses</b>	22,126
<b>Clifton Day Expenses</b>	950
<b>Homes Tour/Bazaar Exp</b>	600
<b>Miscellaneous</b>	5,000
<b>Total Contractual</b>	89,927
<b>Car Show Expense</b>	125
<b>Farmers' Market Expense</b>	250
<b>Haunted Trail Expenses</b>	2,000

06/26/02

**Town of Clifton**  
**Proposed Profit & Loss Budget Overview**  
**July 2002 through June 2003**

	<u>Jul '02 - Jun '03</u>
<b>Commodities</b>	
Copies	300
Postage and Delivery	432
Computer Supplies	1,200
Office Supplies	900
License Plates	550
Miscellaneous	1,000
<b>Total Commodities</b>	<u>4,382</u>
<b>CIF Expenses</b>	
CIF-Playground Impr.	1,000
CIF-Miscellaneous	1,000
<b>Total CIF Expenses</b>	<u>2,000</u>
<b>Special Revenue Expenses</b>	
S.R. - Litter Control	1,100
<b>Total Special Revenue Expenses</b>	<u>1,100</u>
<b>Fed Fund-Transportation Proj</b>	
F.F. - Transp. Project-Land	120,000
F.F.- Transp. Project-Trails	40,716
F. F.-Transp - Inkind Srvs	4,524
<b>Total Fed Fund-Transportation Proj</b>	<u>165,240</u>
<b>Total Expense</b>	<u>273,671</u>
<b>Net Ordinary Income</b>	<u>(32,098)</u>
<b>Net Income</b>	<u><u>(32,098)</u></u>



06/26/02

## Town of Clifton Proposed Profit & Loss Budget Overview July 2002 through June 2003

	Jul '02 - Jun '03
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Grants</b>	
<b>Federal</b>	
<b>Federal Grant-Land</b>	
Town Match - Land	12,000
CBA Match - Land	12,000
Federal Grant-Land - Other	96,000
<b>Total Federal Grant-Land</b>	120,000
<b>Transportation Project-Trails</b>	
CBA Match - Trails	4,524
Town Inkind -Trails	4,524
Transportation Project-Trails - Other	36,192
<b>Total Transportation Project-Trails</b>	45,240
<b>Total Federal</b>	165,240
<b>State</b>	
Fire Program Funds	4,000
<b>Total State</b>	4,000
<b>Total Grants</b>	169,240
<b>Tax and Permits Revenue</b>	
Utility Consumption Tax	1,116
Motor Vehicle Tags	4,713
Sales Tax	15,000
Cigarette Tax	1,800
BPOL tax	15,000
ABC Profits	840
Use Permits	1,650
ARB Permits	120
PC-Subdivision	1,500
Railroad Tax	1,504
<b>Total Tax and Permits Revenue</b>	43,243
<b>Community Hall Revenues</b>	
Community Hall Donations	4,600
Community Hall Rentals	12,420
<b>Total Community Hall Revenues</b>	17,020
Car Show Income	125
Haunted Trail Event	6,000
Clifton Day Revenues	1,000
<del>Homes Tour/Bazaar</del>	<del>2,200</del>
Farmers' Market Income	600
Park Rental	400
Interest Income	645
S.R. - Litter Control Grant	1,100
<b>Total Income</b>	241,573
<b>Expense</b>	
<b>Payroll Expenses</b>	
<b>Gross Wages</b>	
Town Clerk (Recording)	3,750
Town Treasurer	3,750
<b>Total Gross Wages</b>	7,500
<b>Payroll Taxes</b>	
FICA	930
Medicare	218
<b>Total Payroll Taxes</b>	1,148
<b>Total Payroll Expenses</b>	8,648

*Candlelight*

*Christmas Snow*

# 1200. 10

# Town of Clifton

## Proposed Profit & Loss Budget Overview

July 2002 through June 2003

*Total \$ 273,671*  
*274*

	Jul '02 - Jun '03
<b>Contractual</b>	
Insurance	3,440
<b>Town Government</b>	
Architectural Review Board	500
Planning Commission	1,500
<b>Total Town Government</b>	2,000
<b>Professional Fees</b>	
Accounting	2,500
Legal Fees	5,500
Special Counsel	<del>11,500</del> <i>\$</i>
<b>Total Professional Fees</b>	19,500
<b>Rent</b>	
Railroad Siding Rental	800
Ayre Square Rental	500
<b>Total Rent</b>	1,300
<b>Town Maintenance</b>	
Beautification Comm.	<del>2,500</del> <i>?? * 2000.00</i>
Grounds Maintenance	<del>3,500</del> <i>??</i>
Town Hall Maintenance	<del>16,000</del> <i>??</i>
<b>Total Town Maintenance</b>	16,000
<b>Town Services</b>	
Fire Program	4,000
Grass Mowing	3,500
Trash Collection	1,692
<b>Total Town Services</b>	9,192
<b>Utilities</b>	
Gas and Electric	2,500
Water	300
<b>Total Utilities</b>	2,800
<b>Legal Advertising</b>	1,000
<b>Printing and Reproduction</b>	600
<b>Dues and Subscriptions</b>	
Va. Municipal League	310
Dues and Subscriptions - Other	210
<b>Total Dues and Subscriptions</b>	520
<b>Mayoral Reimbursement</b>	1,800
<b>Caboose Expenses</b>	
Caboose Electric	300
Caboose - Trentane Gas	300
Caboose Maintenance	<del>2,500</del> <i>-2100.00</i>
<b>Total Caboose Expenses</b>	3,100
<b>Community Hall Expenses</b>	
C.H.-Equipment	2,000
C.H.-General Maintenance	<del>2,900</del> <i>1000.00</i>
C.H.-Cleaning	1,800
C.H. Floors	2,400
C.H. - Electric	9,626
C.H.-Management Fee	3,400
<b>Total Community Hall Expenses</b>	22,126
<b>Clifton Day Expenses</b>	<del>950</del> <i>eliminate</i>
<b>Homes Tour/Bazaar Exp</b>	<del>800</del>
<b>Miscellaneous</b>	<del>5,000</del>
<b>Total Contractual</b>	89,927
<b>Car Show Expense</b>	<del>125</del> <i>eliminate</i>
<b>Farmers' Market Expense</b>	<del>250</del> <i>eliminate</i>
<b>Haunted Trail Expenses</b>	2,000

*Get Maintenance!*

*moving: okay, a done deal - a line deal*

*New*

*12900  
10800*

*eliminate*

*eliminate*

06/26/02

# Town of Clifton Proposed Profit & Loss Budget Overview July 2002 through June 2003

Jul '02 - Jun '03

<b>Commodities</b>	
Copies	300
Postage and Delivery	432
Computer Supplies	1,200
Office Supplies	900
License Plates	550
Miscellaneous	<del>1,900</del>
<b>Total Commodities</b>	<del>4,382</del>
<b>CIF Expenses</b>	
CIF-Playground Impr.	1,000
CIF-Miscellaneous	1,000
<b>Total CIF Expenses</b>	2,000
<b>Special Revenue Expenses</b>	
S.R. - Litter Control	1,100
<b>Total Special Revenue Expenses</b>	1,100
<b>Fed Fund-Transportation Proj</b>	
F.F. - Transp. Project-Land	120,000
F.F.- Transp. Project-Trails	40,716
F. F.-Transp - Inkind Svcs	4,524
<b>Total Fed Fund-Transportation Proj</b>	165,240
<b>Total Expense</b>	273,671
<b>Net Ordinary Income</b>	(32,098)
<b>Net Income</b>	<b>(32,098)</b>

*Actual*

*Revised Budget*

*Rainforce*

*\$ 31,570*

*\$ 98 deficit*

*-125*

*-1,000*

*+250*

*+570.00*

*\$ 1075 Revenue*

*Standard*

*Wayne*

*Provision*

*Section 2-10*

*A&D*

*limits*

*\$500*

*Motion*

*to approve 2002*

*as amended*

*ringfenced items: \$*

*\$ Aug - okay*

*passed*

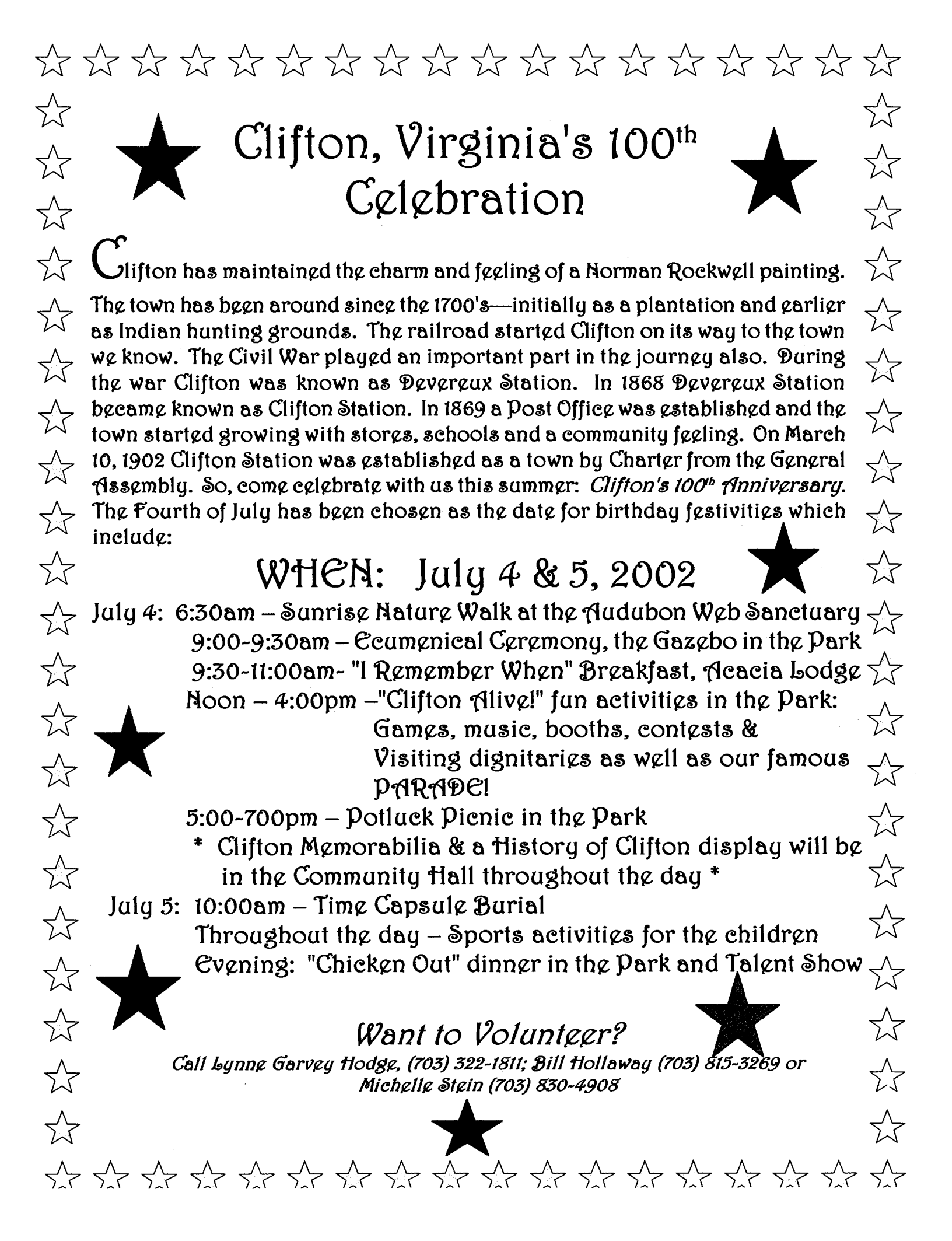
*tonight*

okay with me, honey -

⊛ Wayne seconded motion  
w/ provision:

See section

---



# Clifton, Virginia's 100<sup>th</sup> Celebration

Clifton has maintained the charm and feeling of a Norman Rockwell painting. The town has been around since the 1700's—initially as a plantation and earlier as Indian hunting grounds. The railroad started Clifton on its way to the town we know. The Civil War played an important part in the journey also. During the war Clifton was known as Deveraux Station. In 1868 Deveraux Station became known as Clifton Station. In 1869 a Post Office was established and the town started growing with stores, schools and a community feeling. On March 10, 1902 Clifton Station was established as a town by Charter from the General Assembly. So, come celebrate with us this summer: *Clifton's 100<sup>th</sup> Anniversary*. The Fourth of July has been chosen as the date for birthday festivities which include:

**WHEN: July 4 & 5, 2002**

July 4: 6:30am – Sunrise Nature Walk at the Audubon Web Sanctuary  
9:00-9:30am – Ecumenical Ceremony, the Gazebo in the Park  
9:30-11:00am- "I Remember When" Breakfast, Acacia Lodge  
Noon – 4:00pm – "Clifton Alive!" fun activities in the Park:

Games, music, booths, contests &  
Visiting dignitaries as well as our famous  
**PARADE!**

5:00-7:00pm – Potluck Picnic in the Park

\* Clifton Memorabilia & a History of Clifton display will be  
in the Community Hall throughout the day \*

July 5: 10:00am – Time Capsule Burial

Throughout the day – Sports activities for the children

Evening: "Chicken Out" dinner in the Park and Talent Show

*Want to Volunteer?*

Call Lynne Garvey Hodge, (703) 322-1811; Bill Hollaway (703) 815-3269 or  
Michelle Stein (703) 830-4908



COMMONWEALTH OF VIRGINIA  
COUNTY OF FAIRFAX

OFFICE OF THE ELECTORAL BOARD AND GENERAL REGISTRAR

12000 Government Center Parkway, Suite 323  
Fairfax, Virginia 22035-0081  
[www.fairfaxcounty.gov/eb](http://www.fairfaxcounty.gov/eb)

**ELECTORAL BOARD**

CAROL ANN CORYELL, CHAIRMAN  
BARBARA F. VARON, VICE CHAIRMAN  
MARGARET K. LUCA, SECRETARY  
Phone: (703) 324-4735  
Fax: (703) 324-4706

**GENERAL REGISTRAR**

DIANE MCINTYRE  
Phone: (703) 222-0776  
Fax: (703) 324-2205

DATE: May 13, 2002  
TO: Pamela Wallace  
Town Clerk  
FROM: Margaret Luca *MKL*  
Secretary, Electoral Board  
SUBJECT: Certificates of Election

Enclosed are the Certificates of Election for the Town of Clifton officials who were elected on May 7, 2002 and certified by the Electoral Board on May 8.

Please proofread the names, offices and dates on each certificate. Let me know if you find any errors, so that we can reprint the certificates, if necessary, before the swearing-in ceremonies.

Please extend our congratulations and best wishes to your newly elected mayor and council members.

Law Offices of  
**CRANWELL, MOORE  
& BULLINGTON, P.L.C.**

Street Address:  
111 Virginia Avenue, West  
Vinton, Virginia 24179

P.O. Box 11804  
Roanoke, Virginia 24022-1804

Telephone: 540-344-1000  
Facsimile: 540-344-7073

June 14, 2002

Pamela Wallace  
P. O. Box 76  
Clifton, VA 20124

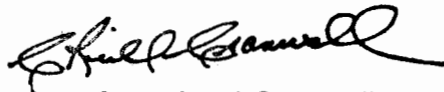
Re: In the matter of the Notice by ALLFIRST TRUST COMPANY, et. al., of their intention to petition for the annexation of territory within Loudoun County, Virginia into the Town of Leesburg, Virginia, and the Notice by the TOWN OF LEESBURG, a municipal corporation of the Commonwealth of Virginia, of its intention to petition for the annexation of territory within LOUDOUN COUNTY, a political subdivision of the Commonwealth of Virginia, pursuant to Chapter 32 of Title 15.2 of the Code of Virginia (1950), as amended.

Dear Ms. Wallace:

This Notice is given to local governments set forth on the attached "Local Governments Notified," pursuant to the Commission on Local Government's rules. On June 14, 2002, the County of Loudoun, Virginia, filed its Response to the Notices of Annexation filed by AllFirst Trust Company, et al., and the Town of Leesburg. Enclosed is a copy of the County's Response along with an Annotated Index listing all documents, exhibits and other materials filed with the Commission on Local Government.

If you desire further information or copies of any document filed as part of Loudoun County's Response, please do not hesitate to contact us.

Sincerely,



C. Richard Cranwell

CRC/bm

cc: Michael A. Banzhaf, Esquire, counsel for AllFirst Trust Company, et. al.  
Grayson P. Haines, Esquire, counsel for Leesburg Airport Associates, L.C.  
Carter Glass, IV, Esquire, counsel for the Town of Leesburg  
Ted McCormack, Director, Commission on Local Government  
John R. Roberts, County Attorney, County of Loudoun  
William E. Donnelly, Town Attorney, Town of Leesburg

## LOCAL GOVERNMENTS NOTIFIED

---

Pursuant to Virginia Code §§15.2-2907(A) and 15.2-2907(E) of the Code of Virginia, 1950, as amended, and Rule 3.3 of the Commission, the following local governments contiguous to, or sharing functions, revenue, or tax sources with the Town of Leesburg, Virginia, have been mailed a copy of the Response by the County of Loudoun to the Notice by Allfirst Trust Company, N.A., et al., of Their Intent to Petition for Annexation and the Notice by the Town of Leesburg of its Intention to Petition for Annexation, and an Annotated Index of data and exhibits submitted to the Commission:

### A) COUNTIES:

#### County of Arlington:

County Manager	Ron Carlee 2100 Claredon Blvd., Ste. 302 Arlington, VA 22201
----------------	--

County Attorney	Stephen A. MacIssac 2100 Claredon Blvd., Ste. 403 Arlington, VA 22201
-----------------	---

#### County of Clarke:

County Administrator	David L. Ash 102 N. Church Street Berryville, VA 22611
----------------------	--

County Attorney	John R. Friant, Jr. 114 S. Church Street Berryville, VA 22611
-----------------	---

#### County of Fairfax:

County Executive	Anthony H. Griffin 12000 Government Ctr. Pkwy, Ste. 552 Fairfax, VA 22035
------------------	---

County Attorney	David P. Bobzien 12000 Government Ctr. Pkwy., Ste. 549 Fairfax, VA 22035
-----------------	--



County of Fauquier:

County Administrator

G. Robert Lee  
40 Culpeper Street  
Warrenton, VA 20186

County Attorney

Paul S. McCulla  
40 Culpeper Street  
Warrenton, VA 20186

County of Prince William:

County Executive

Craig S. Gerhart  
1 County Complex Court  
Prince William, VA 22192

County Attorney

Sharon E. Pandak  
1 County Complex Court  
Prince William, VA 22192

**B) TOWNS:**

Town of Berryville:

Town Manager

Keith R. Dalton  
23 East Main Street  
Berryville, VA 22611

Town Attorney

Randall R. Hamilton  
113 S. Kent Street  
Winchester, VA 22601

Town of Clifton:

Town Clerk

Pamela Wallace  
P. O. Box 76  
Clifton, VA 20124

Town Attorney

Roderick Williams  
888 16th St., N.W.  
Washington, DC 20006

Town of Dumfries:

Town Manager

Ronald L. Waller  
P. O. Box 56  
Dumfries, VA 22026

Town Attorney

Robert Bendall  
P. O. Box 51  
Manassas, VA 20108

Town of Hamilton:

Town Secretary

Kay Y. Tewell  
P. O. Box 130  
Hamilton, VA 20159

Town Attorney

Maureen K. Gilmore  
P. O. Box 130  
Hamilton, VA 20159

Town of Herndon:

Town Manager

John E. Moore  
P. O. Box 427  
Herndon, VA 20172

Town Attorney

Richard B. Kaufman  
P. O. Box 427  
Herndon, VA 20172

Town of Hillsboro:

Town Recorder

Margaret Russeau  
Hillsboro, VA 22134

Town Attorney

Elizabeth D. Whiting  
241 Edwards Ferry Road, N.E.  
Leesburg, VA 20176

Town of Leesburg:

Town Manager

Robert S. Noe, Jr.  
P. O. Box 88  
Leesburg, VA 20176

Town Attorney

William Donnelly  
P. O. Box 88  
Leesburg, VA 20176

Town of Lovettsville:

Mayor

Elaine Walker  
P. O. Box 209  
Lovettsville, VA 20180

Town Attorney

Elizabeth D. Whiting  
241 Edwards Ferry Road, N.E.  
Leesburg, VA 20176

Town of Middleburg:

Town Administrator

Charles Hartgrove  
P. O. Box 187  
Middleburg, VA 20118

Town Attorney

Elizabeth D. Whiting  
241 Edwards Ferry Road, N.E.  
Leesburg, VA 20176

Town of Purcellville:

Town Manager

Robert W. Lohr, Jr.  
130 E. Main Street  
Purcellville, VA 20132

Town Attorney

Deborah C. Welsh  
120 Edwards Ferry Road, N.E.  
Leesburg, VA 20176

Town of Round Hill:

Town Administrator

Kelly Yost  
P. O. Box 36  
Round Hill, VA 20142-0036

Town Attorney

Eric Zimmerman  
305 Harrison Street, S.E., 3rd Floor  
Leesburg, VA 20175

Town of Vienna:

Town Manager

John H. Schoeberlein  
127 Center Street, South  
Vienna, VA 22180

Town Attorney

John F. Gionfriddo  
127 Center Street, South  
Vienna, VA 22180

Town of Warrenton:

Interim Town Manager

Clinton H. Strong  
P. O. Box 341  
Warrenton, VA 20188

Town Attorney

Henry C. Day  
12 Culpeper Street  
Warrenton, VA 20188

**C) CITIES:**

City of Alexandria

City Manager

Philip Sunderland  
P. O. Box 178  
Alexandria, VA 22313

City Attorney

Ignacio Pessoa  
P. O. Box 178  
Alexandria, VA 22313

City of Fairfax:

City Manager

Robert L. Sisson  
10455 Armstrong Street  
Fairfax, VA 22030

City Attorney

W. F. Roeder, Jr.  
8280 Greensboro Drive, 6th Floor  
McLean, VA 22102

City of Falls Church:

City Manager

Daniel E. McKeever  
300 Park Avenue  
Falls Church, VA 22046

City Attorney

Roy B. Thorpe, Jr.  
300 Park Avenue  
Falls Church, VA 22046

City of Manassas:

City Manager

Lawrence D. Hughes  
P. O. Box 560  
Manassas, VA 20108

City Attorney

Robert W. Bendall  
P. O. Box 51  
Manassas, VA 20108

City of Manassas Park:

City Manager

David W. Reynal  
One Park Center Court  
Manassas Park, VA 20111

City Attorney

Brian Lubkeman  
1750 Tysons Blvd., Ste. 1800  
McLean, VA 22102-4215

Source: Loudoun County Administrator's Office; 2000 Virginia Review Directory of State and Local Government Officials (15th Ed.)

VIRGINIA:

BEFORE THE COMMISSION ON LOCAL GOVERNMENT

In the matter of the Notice by AllFirst  
Trust Company, et al., of their intention to  
petition for the annexation of territory within  
Loudoun County, Virginia, into the Town of  
Leesburg, Virginia, and the Notice by the Town  
of Leesburg, a municipal corporation of the  
Commonwealth of Virginia, of its intention to  
petition for the annexation of territory within  
Loudoun County, a political subdivision of  
the Commonwealth of Virginia, pursuant to  
Chapter 32 of Title 15.2 of the Code of Virginia  
(1950), as amended.

**RESPONSE BY THE COUNTY OF LOUDOUN TO THE  
NOTICE BY ALLFIRST TRUST COMPANY, N.A., ET AL., OF THEIR INTENT  
TO PETITION FOR ANNEXATION OF UNINCORPORATED TERRITORY  
WITHIN LOUDOUN COUNTY, VIRGINIA, INTO THE TOWN OF LEESBURG  
AND THE  
NOTICE BY THE TOWN OF LEESBURG OF  
ITS INTENTION TO PETITION FOR ANNEXATION OF  
TERRITORY WITHIN LOUDOUN COUNTY**

In response to the Notice filed by AllFirst Trust Company, N.A., et al., (hereinafter collectively "AllFirst" or "Citizen Petitioners") and to the Notice filed by the Town of Leesburg (hereinafter "Leesburg" and/or "Town") pursuant to Va. Code §15.2-2907(A) and (E) proposing the annexation of certain unincorporated territory in Loudoun County, Virginia, the County of Loudoun (hereinafter "Loudoun" and/or "County"), respectfully submits as follows:

**COUNT I**

**ALLFIRST TRUST COMPANY, N.A., ET AL.**

- 1) The allegations in paragraphs 5, 6, 10, and 11 of Section A (Notice) are admitted.
- 2) The allegations in paragraphs 7, 8, and 13 of Section A (Notice) are specifically denied and the County demands strict proof thereof.
- 3) The County does not know the truth or falsity of the allegations in paragraphs 1, 2, 3, 4, 9, and 12 of Section A (Notice) and demands strict proof thereof.
- 4) The allegations in paragraphs 1, 2, 3, 4, 5, and 6 of Section B (Statement of Real Estate Owners) are specifically denied and the County demands strict proof thereof.
- 5) The allegations in Section C (Metes and Bounds of Territory Proposed for Annexation) are denied and the County demands strict proof thereof.
- 6) The allegations in Section D (Local Governments Notified) are admitted.
- 7) The allegations in Section E, (E.1 through E.7), (Statement of Justification) are specifically denied and the County demands strict proof thereof.
- 8) The County does not know the truth or falsity of the information contained in Section F (Required Submissions) and demands strict proof thereof.

**COUNT II**

**THE TOWN OF LEESBURG**

Without alleging again the matters heretofore pled but relying thereon as if again fully set forth, the Respondent further alleges:

- 9) The allegations in paragraph 1 of the Town's Notice are admitted.

10) With regard to the allegations in paragraph 2, the County would restate its responsive answers embodied in Count I and incorporated by reference herein.

11) The allegations in paragraph 3, 4, 5, 6, and 7 are admitted.

12) The County does not know the truth or falsity of the allegations in paragraph 8 and demands strict proof thereof.

13) The allegations in paragraph 9 are specifically denied and the County would demand strict proof thereof.

14) The allegations at Tab entitled "Justification for Annexation" are specifically denied and the County states that the alleged need of the Town (i) to control the type of development that occurs outside its existing boundaries, or (ii) to gain control over a future transportation corridor south of the Town are not factors to be considered by the Court or the Commission under Virginia's statutory standard for annexation (i.e., the necessity for and expediency of annexation.)<sup>1</sup>

15) All allegations in the Town's Notice filed with the Commission not herein specifically referred to are denied and the County would demand strict proof thereof.

### COUNT III

Without alleging again the matters heretofore pled, but relying thereon as if again fully set forth, the Respondent further alleges:

16) In further response to Notices of AllFirst Trust Company, N.A., et al., and the Town of Leesburg, Loudoun County respectfully submits that:

---

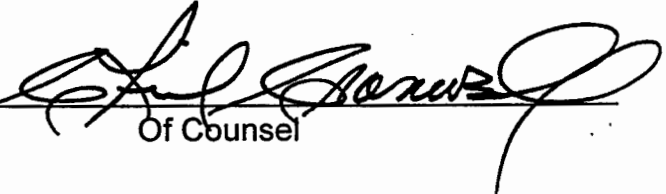
<sup>1</sup>See footnote #14, page 42, Stuart Commission Report 1975, House Document No. 27 for distinction between "standards" and "factors" in annexation cases.



- (i) the area proposed for annexation has no need for urban services in that it is rural and overwhelmingly vacant and/or farm land;
  - (ii) the Town has no need for additional tax base;
  - (iii) the Town has no need for vacant land for commercial and industrial development; and
  - (iv) the proposed annexation is not a necessity.
- 17) The proposed annexation is not expedient.
- 18) There exists a community of interest between the area proposed for annexation and the remainder of the County that is stronger than any community of interest that might exist between the area proposed for annexation and the Town.
- 19) The proposed annexation is not in the best interest of (i) the Town, (ii) the County, or (iii) the citizens in the Town, County, or the proposed annexation area.
- 20) The proposed annexation is not in the best interest of the Commonwealth.
- 21) The County is willing and desirous to negotiate an agreement with the Town.
- 22) With this Response, the County submits data and exhibits responsive to the elements listed in the Commission's Rules of Procedure.
- 23) The County is submitting to all local governments contiguous to, or sharing functions, revenue or tax sources with the County a copy of this Response and an Annotated Index of the data and exhibits submitted to the Commission in support of this Response.
- 24) The County certifies that all data, exhibits and other materials submitted to the Commission and the identified sources for all such materials are accurate and correct to the best knowledge of County officials.

WHEREFORE, Loudoun County respectfully requests that the Commission, in its report on AllFirst Trust Company, N.A., et al., and the Town of Leesburg's Notice of Annexation, recommend that no annexation of territory be granted to the Town as a result of either the Citizen Petitioners' Notice or The Town of Leesburg's Notice.

COUNTY OF LOUDOUN, a political subdivision  
of the Commonwealth of Virginia

By:   
Of Counsel

C. Richard Cranwell, Esquire (VSB #3347)  
CRANWELL, MOORE & BULLINGTON, P.L.C.  
P. O. Box 11804  
Roanoke, VA 24022-1804  
Phone: 540-344-1000  
Facsimile: 540-344-7073  
Counsel for the County of Loudoun

## ANNOTATED INDEX

---

The following is an annotated listing of all documents, exhibits, and other materials submitted by the County of Loudoun, Virginia, (County) to the Commission on Local Government on June 14, 2002:

RESPONSE	Response by the County to the Notices to the Commission on Local Government filed by the Citizen Petitioners, Allfirst Trust Company, N.A., et. al., and the Town of Leesburg.
STANDARD OF REVIEW	Narrative description of the standards set forth by Statutes, case law, and application of the statutory factors to the standard of necessity for and expediency of annexation.
NECESSITY FOR AND EXPEDIENCY OF ANNEXATION	Narrative description of the factors governing the Commission's analysis of the necessity for and expediency of the Citizen Petitioners' and the Town of Leesburg's proposed annexation.
LACK OF NEED FOR VACANT LAND	Narrative description of the supply of vacant land within the Town of Leesburg and analysis of the areas suitable for development within the Town and discussion of the demand or annual absorption rate for commercial and industrial land in the Town.
LACK OF NEED FOR ADDITIONAL TAX BASE	Narrative description of the financial health of the Town of Leesburg, currently and in the foreseeable future.

**LACK OF NEED FOR URBAN SERVICES**

Narrative description and analysis of the rural nature of the area proposed for annexation.

**LACK OF NEED FOR PLANNING CONTROL AND CONTROL OF TRANSPORTATION CORRIDORS**

Narrative description of the significant joint planning responsibility currently in place for the Town and County for the proposed annexation area and a description of the extensive control that the Town already exercises over transportation corridors in the Leesburg Area.

**COMPLIANCE WITH STATE POLICIES**

Narrative description showing that the County is in compliance with State policies.

**COMMUNITY OF INTEREST**

Narrative description of the community of interest that exists between the areas proposed for annexation and the Town of Leesburg and the remainder of Loudoun County.

**IMPACT ON THE COUNTY, COUNTY CITIZENS AND COUNTY BUSINESSES**

Narrative description of the impact of the proposed annexation on the County, on households in the proposed annexation area, and on businesses in the proposed annexation area.

**THE INTERESTS OF THE COMMONWEALTH**

Narrative description of the interest of the Commonwealth in maintaining the County as a viable local unit of government.

**DESCRIPTION OF LOUDOUN  
COUNTY URBAN SERVICES**

Narrative description of the present level of the urban services provided to the residents of the County, including: Education; Water and Wastewater Utilities; Solid Waste Management; Public Planning, Subdivision Regulation and Zoning; Economic Planning and Development; Transportation; Crime Prevention and Protection; Fire Protection and Prevention/Emergency Medical Services; Parks and Recreation; Library Facilities; Curbs, Gutters, Sidewalks and Stormdrains; Snow Removal and Street Maintenance; Housing; Health Department, Department of Mental Health, Mental Retardation and Substance Abuse; Social Services; Department of Information and Technology; and Assessor's Office.

**LOCAL GOVERNMENTS NOTIFIED**

List of all governments notified pursuant to the Rules of the Commission on Local Government.

**COUNTY'S TABULAR EXHIBITS**

Tabular data evidencing the Town's lack of need for additional land; The Town's lack of need for additional tax base; data evidencing the rural character of the area proposed for annexation; and calculations showing the financial impact on the County, its citizens and its businesses.

**MAP EXHIBITS**

(1) Sewer & Water Facilities, Loudoun County; (2) Floodplains, Loudoun County; (3) Governmental Facilities; (4) First Response Area, Loudoun County Fire Departments (4A) First Response Area, Loudoun County EMS Departments; (5) Zoning, Loudoun County; (6) Planned Land Use, Loudoun County (7) Alternative Wastewater Disposal, Loudoun County (8) Environmental Constraints, Town

of Leesburg; (9) Current Occupancy Status, Town of Leesburg; (10) Current Occupancy Status, Aerial Photograph, Town of Leesburg; (11) Land Use Policies, Town of Leesburg; (12) Former UGA Boundary, Current Planned Land Use, Leesburg Area; (13) Current Leesburg JLMA Boundary, Current Planned Land Use; (14) Zoning, Town of Leesburg; (15) Vehicular Count, Selected Leesburg Area Intersections, 2000; (16) Vehicular Count, Selected Leesburg Area Intersections, 2020; (17) Households and Market Subareas, Loudoun County; (18) Households and Market Subareas, Leesburg Area; (19) Planning Area and Parcel Ownerships, Leesburg Area and proposed Annexation Area A.

LOUDOUN COUNTY, a political subdivision  
of the Commonwealth of Virginia

By:

  
Of Counsel

C. Richard Cranwell, Esquire (VSB #3347)  
CRANWELL, MOORE & BULLINGTON, P.L.C.  
P. O. Box 11804  
Roanoke, VA 24022-1804  
Phone: 540-344-1000  
Facsimile: 540-344-7073  
Counsel for Loudoun County

Minutes  
Clifton Town FY2003 Budget Hearing (7:00)  
Clifton Town Council Meeting (7:30)  
Tuesday, June 4, 2002  
Clifton Town Hall

Present: Mayor Jim Chesley, Mac Arnold (7:30), Margo Buckley, Laura Harrington , Bill Hollaway, Wayne Nickum, Town Attorney Rod Williams; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Mayor Chesley opened budget hearing with a request for public comment/questions.
2. No one spoke and a motion was made to close hearing. Motion passed unanimously: Chesley, Buckley, Harrington, Hollaway, Nickum.
3. After seven days a special Town Council meeting must be held to approve FY2003 budget. Motion made to hold meeting on Thursday, June 20, 2003, at 7:30 P.M. Passed unanimously: Chesley, Buckley, Harrington, Hollaway, Nickum. (Meeting notice will be posted at post office. CBA and Gentlemen's Club will also be notified.
4. At 7:30 Mayor Chesley called the Town Council meeting to order.
5. Motion made to approve May 7, 2002, Town Council minutes. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
6. Mayor and Town Council members sworn in for next two year term by John Frey, Clerk of the Fairfax County Circuit Court.
7. Treasurer's report: Marilyn Barton
  - a. Profit/loss budget vs. actual report clarified
  - b. CBA still owes town \$1000 from last Clifton Day for meeting hall rental; 2002 Clifton Day approval dependent on receipt of payment
  - c. Two year comparative budget analysis needed by Marilyn
  - d. Motion made to approve Treasurer's report. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum
8. Planning Commission: Bill Hollaway
  - a. Stein lot consolidation approved by Planning Commission; Rod Williams presently looking over legal paperwork
9. ARB: Laura Harrington
  - a. Sign applications from First Baptist Church and Baskets and Boughs both denied; applicants given ARB guidelines to follow
10. BZA: no report
11. HUD update: no change; government has imposed additional regulations. Brant Baber has indicated a desire to serve on this committee. Motion made to appoint Brant Baber to HUD Affordable Housing Project Committee. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
12. Clifton's 100th Anniversary Project: update by Lynne Garvey Hodge

13. Presbyterian Church addition design was discussed. In previous months the Town Council and Church representatives discussed sewer/fixture units only, not addition to church. Motion made for Mayor Chesley to contact Rev. Stanton-Hoyle and address this issue at the special June 20, 2002, Town Council meeting. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum. (This is an issue involving the Planning Commission, ARB and Town Council.)

14. CBA barn issue: Mayor Chesley reminded Council that it is his responsibility to report violations to the county, and it is the Town Council members' responsibility to report any violations ~~to the mayor~~. Once the mayor reports to the county, the county investigates and contacts violator. The owner of the property must then correct the situation or cease activity on property. CBA Barn Committee has requested a Town Council representative to attend their meetings and act as liaison. Laura Harrington volunteered for this position. The CBA is also invited to the Town Council meetings, especially the President, the Vice-president and Treasurer. At the present time, rezoning is the issue with the barn.

15. Rental fees for Clifton Meeting Hall were discussed. Should we raise ours? At present, <sup>Fairfax Station</sup> ~~our~~ fees are \$75 per 3 hours, Tuesday through Friday; and \$100 per 3 hours for weekend use. Margo will prepare a <sup>Town Fees:</sup> comparison of what we charge with what Fairfax Station charges for next Town Council meeting. <sup>75/hr parties</sup>  
<sup>20-25/hr classes.</sup>

16. Notification of pending use permit signs: we need to order a new supply to be given to applicants and posted at post office. Bill Hollaway will look over signs used in the past.

17. Old town hall property: discussion to be held at July Town Council meeting. The March, 2002, report noted that \$100,000 was needed to bring building up to code for public use, and \$10,000 needed to make building useable for a residence. Since March of 2001, building has further deteriorated.

18. Clifton's summer events, including 5K run, are now posted under Community News on [www.nbc4.com](http://www.nbc4.com)

19. Police coverage for July 4th event has been arranged. Police invited to July Town Council meeting to present what will be best to ensure adequate coverage for our town. Also to be discussed: town radar gun.

20. Mayor's report of traffic calming devices for town of Clifton: VDOT has approved three-way stop at Dell and Main Streets with warning sign and 25mph speed signs erected. Also being considered are raised brick crosswalks that help to slow traffic. Mayor Chesley urged Town Council members to look at these raised crosswalks on Burke Station Road in Fairfax to get an idea of how they look and work.

21. Also being considered are additional signs at railroad crossing. Wayne Nickum brought up concern over cars being stopped on the tracks as cars are backing out from front of Clifton Store. Bill Hollaway asked to look into original use permit issued to store to see how parking was to be addressed. This issue will be put on July agenda.

22. Mayor Chesley discussed ISTEA funds and the fact that we still have \$120,000 available. Since Gilliam does not wish to sell his Newman Road property, we should consider other projects such as a stown clock, parking lot drainage by caboose, and trail improvements. Motion made to move funds to other improvements/projects. Yays: Chesley, Arnold, Hollaway, Nickum. Nay: Buckley. Abstain: Harrington. Motion passed.

23. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.



Minutes  
Clifton Town FY2003 Budget Hearing (7:00)  
Clifton Town Council Meeting (7:30)  
Tuesday, June 4, 2002  
Clifton Town Hall

Present: Mayor Jim Chesley, Mac Arnold (7:30), Margo Buckley, Laura Harrington, Bill Hollaway, Wayne Nickum, Town Attorney Rod Williams; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Mayor Chesley opened budget hearing with a request for public comment/questions.
2. No one spoke and a motion was made to close hearing. Motion passed unanimously: Chesley, Buckley, Harrington, Hollaway, Nickum.
3. After seven days a special Town Council meeting must be held to approve FY2003 budget. Motion made to hold meeting on Thursday, June 20, 2003, at 7:30 P.M. Passed unanimously: Chesley, Buckley, Harrington, Hollaway, Nickum. (Meeting notice will be posted at post office. CBA and Gentlemen's Club will also be notified.
4. At 7:30 Mayor Chesley called the Town Council meeting to order.
5. Motion made to approve May 7, 2002, Town Council minutes. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
6. Mayor and Town Council members sworn in for next two year term by John Frey, Clerk of the Fairfax County Circuit Court.
7. Treasurer's report: Marilyn Barton
  - a. Profit/loss budget vs. actual report clarified
  - b. CBA still owes town \$1000 from last Clifton Day for meeting hall rental; 2002 Clifton Day approval dependent on receipt of payment
  - c. Two year comparative budget analysis needed by Marilyn
  - d. Motion made to approve Treasurer's report. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum
8. Planning Commission: Bill Hollaway
  - a. Stein lot consolidation approved by Planning Commission; Rod Williams presently looking over legal paperwork
9. ARB: Laura Harrington
  - a. Sign applications from First Baptist Church and Baskets and Boughs both denied; applicants given ARB guidelines to follow
10. BZA: no report
11. HUD update: no change; government has imposed additional regulations. Brant Baber has indicated a desire to serve on this committee. Motion made to appoint Brant Baber to HUD Affordable Housing Project Committee. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
12. Clifton's 100th Anniversary Project: update by Lynne Garvey Hodge

13. Presbyterian Church addition design was discussed. In previous months the Town Council and Church representatives discussed sewer/fixture units only, not addition to church. Motion made for Mayor Chesley to contact Rev. Stanton-Hoyle and address this issue at the special June 20, 2002, Town Council meeting. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum. (This is an issue involving the Planning Commission, ARB and Town Council.)
14. CBA barn issue: Mayor Chesley reminded Council that it is his responsibility to report violations to the county, and it is the Town Council members' responsibility to report any violations to the mayor. Once the mayor reports to the county, the county investigates and contacts violator. The owner of the property must then correct the situation or cease activity on property. CBA Barn Committee has requested a Town Council representative to attend their meetings and act as liaison. Laura Harrington volunteered for this position. The CBA is also invited to the Town Council meetings, especially the President, the Vice-president and Treasurer. At the present time, rezoning is the issue with the barn.
15. Rental fees for Clifton Meeting Hall were discussed. Should we raise ours? At present, our fees are \$75 per 3 hours, Tuesday through Friday; and \$100 per 3 hours for weekend use. Margo will prepare a comparison of what we charge with what Fairfax Station charges for next Town Council meeting.
16. Notification of pending use permit signs: we need to order a new supply to be given to applicants and posted at post office. Bill Hollaway will look over signs used in the past.
17. Old town hall property: discussion to be held at July Town Council meeting. The March, 2002, report noted that \$100,000 was needed to bring building up to code for public use, and \$10,000 needed to make building useable for a residence. Since March of 2001, building has further deteriorated.
18. Clifton's summer events, including 5K run, are now posted under Community News on [www.nbc4.com](http://www.nbc4.com)
19. Police coverage for July 4th event has been arranged. Police invited to July Town Council meeting to present what will be best to ensure adequate coverage for our town. Also to be discussed: town radar gun.
20. Mayor's report of traffic calming devices for town of Clifton: VDOT has approved three-way stop at Dell and Main Streets with warning sign and 25mph speed signs erected. Also being considered are raised brick crosswalks that help to slow traffic. Mayor Chesley urged Town Council members to look at these raised crosswalks on Burke Station Road in Fairfax to get an idea of how they look and work.
21. Also being considered are additional signs at railroad crossing. Wayne Nickum brought up concern over cars being stopped on the tracks as cars are backing out from front of Clifton Store. Bill Hollaway asked to look into original use permit issued to store to see how parking was to be addressed. This issue will be put on July agenda.
22. Mayor Chesley discussed ISTEPA funds and the fact that we still have \$120,000 available. Since Gilliam does not wish to sell his Newman Road property, we should consider other projects such as a stown clock, parking lot drainage by caboose, and trail improvements. Motion made to move funds to other improvements/projects. Yays: Chesley, Arnold, Hollaway, Nickum. Nay: Buckley. Abstain: Harrington. Motion passed.
23. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

TOWN OF CLIFTON, VIRGINIA

TREASURER'S REPORT

2-Jul-02

STATEMENT OF CASH BALANCES

Regular Checking Account:	\$2,578
Money Market Savings Account:	\$51,635
Planning Commission Escrow: Overson	<u>\$5,606</u>
<b>TOTAL CASH BALANCE:</b>	<b><u><u>\$59,819</u></u></b>

Treasurer's Report prepared by:

Marilyn Barton  
Treasurer

TOWN OF CLIFTON, VIRGINIA

TREASURER'S REPORT

2-Jul-02

STATEMENT OF CASH BALANCES

Regular Checking Account:	\$2,578
Money Market Savings Account:	\$51,635
Planning Commission Escrow: Overson	<u>\$5,606</u>
 TOTAL CASH BALANCE:	 <u><u>\$59,819</u></u>

Treasurer's Report prepared by:

Marilyn Barton  
Treasurer

June 4, 2002, 7:00 P.M.  
CLIFTON TOWN MEETING HALL, 12641 CHAPEL ROAD  
FY2003 Budget Hearing

CLIFTON TOWN COUNCIL MEETING  
7:30 P.M.  
AGENDA

Next meeting - Set  
June 20<sup>th</sup> Thursday  
Meeting for  
CY03 Budget  
7:30.

Bring 1000  
copies of  
Budget.  
Committee  
Change  
July rate  
compared to  
FY02.

1. Swearing in of Town Council Members
2. Treasurer's Report
3. Planning Commission - *Notification Regs.*
  - a. applications
4. ARB
  - a. applications - *Notification Regs.*
5. BZA
6. HUD update
7. Clifton's 100th update
8. Mayor's response to letter from County attorney - *Letter for information & Report by Mayor.*
9. Other
  - Clifton Presbyterian Church - Addition - Add to 6/20 Council Member*
  - Police discussion.*
  - Clifton Brigadeon.*

Chesley  
Arnold  
Buckley  
Harrington  
Hollaway  
Nickum  
Jarrendt  
Effros  
Barton  
Wallace  
Williams

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 703-830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

*Clean up in town Hall.*

Posted: Post Office and Clifton General Store

*Update Bond & com List*

*Old town hall property (Barn)  
Davis Store.*

*CBA - Invite to Aug Meeting Agent*

TOWN OF CLIFTON, VIRGINIA

TREASURER'S REPORT

4-Jun-02

STATEMENT OF CASH BALANCES

Regular Checking Account:	\$3,219
Money Market Savings Account:	\$47,100
Planning Commission Escrow: Overson	<u>\$5,606</u>
 TOTAL CASH BALANCE:	 <u><u>\$55,925</u></u>

Treasurer's Report prepared by:

Marilyn Barton  
Treasurer

06/04/02

**Town of Clifton**  
**Proposed Profit & Loss Budget Overview**  
**July 2001 through June 2003**

	Jul '01 - Jun '02	Jul '02 - Jun '03
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Grants</b>		
<b>Federal</b>		
<b>Federal Grant-Land</b>		
Town Match - Land	12,000	12,000
CBA Match - Land	12,000	12,000
Federal Grant-Land - Other	96,000	96,000
<b>Total Federal Grant-Land</b>	120,000	120,000
<b>Transportation Project-Trails</b>		
CBA Match - Trails	4,524	4,524
Town Match-Trails	0	
Town Inkind -Trails	4,524	4,524
Transportation Project-Trails - Other	36,192	36,192
<b>Total Transportation Project-Trails</b>	45,240	45,240
<b>Total Federal</b>	165,240	165,240
<b>State</b>		
<b>Fire Program Funds</b>	4,000	4,000
<b>Total State</b>	4,000	4,000
<b>Total Grants</b>	169,240	169,240
<b>Tax and Permits Revenue</b>		
Utility Consumption Tax		1,116
Motor Vehicle Tags	3,900	4,713
Sales Tax	15,132	15,000
Cigarette Tax	1,000	1,800
BPOL tax	16,108	15,000
ABC Profits	840	840
Use Permits	4,500	1,650
ARB Permits	2,160	120
PC-Subdivision		1,500
Railroad Tax	1,668	1,504
<b>Total Tax and Permits Revenue</b>	45,308	43,243
<b>Community Hall Revenues</b>		
Community Hall Donations	4,600	4,600
Community Hall Rentals	10,500	12,420
<b>Total Community Hall Revenues</b>	15,100	17,020

06/04/02

**Town of Clifton**  
**Proposed Profit & Loss Budget Overview**  
 July 2001 through June 2003

	Jul '01 - Jun '02	Jul '02 - Jun '03
<b>Book Sales Income</b>	0	
<b>Car Show Income</b>	125	125
<b>Haunted Trail Event</b>	6,000	6,000
<b>Clifton Day Revenues</b>	1,000	1,000
<b>Homes Tour/Bazaar</b>	2,200	2,200
<b>Farmers' Market Income</b>	1,360	600
<b>Park Rental</b>	400	400
<b>Interest Income</b>	645	645
<b>S.R. - Litter Control Grant</b>	750	1,100
<b>Other Income</b>	0	
<b>Total Income</b>	242,128	241,573
<b>Expense</b>		
<b>Payroll Expenses</b>		
<b>Gross Wages</b>		
Town Clerk (Administrative)	0	
Town Clerk (Recording)	3,500	3,750
Town Treasurer	3,500	3,750
<b>Total Gross Wages</b>	7,000	7,500
<b>Payroll Taxes</b>		
FICA	868	930
Medicare	203	218
<b>Total Payroll Taxes</b>	1,071	1,148
<b>Total Payroll Expenses</b>	8,071	8,648
<b>Contractual</b>		
<b>Insurance</b>	2,300	3,440
<b>Town Government</b>		
Architectural Review Board	500	500
Planning Commission	1,000	1,500
<b>Total Town Government</b>	1,500	2,000
<b>Professional Fees</b>		
Accounting	2,500	2,500
Legal Fees	3,500	5,500
Special Counsel	11,500	11,500
<b>Total Professional Fees</b>	17,500	19,500
<b>Rent</b>		
Railroad Siding Rental	800	800
Ayre Square Rental	500	500
<b>Total Rent</b>	1,300	1,300
<b>Town Maintenance</b>		
Beautification Comm.	2,500	2,500
Grounds Maintenance	3,500	3,500
Town Hall Maintenance	10,000	10,000
<b>Total Town Maintenance</b>	16,000	16,000



06/04/02

**Town of Clifton**  
**Proposed Profit & Loss Budget Overview**  
 July 2001 through June 2003

	Jul '01 - Jun '02	Jul '02 - Jun '03
<b>Town Services</b>		
Fire Program	4,000	4,000
Elections	600	
Grass Mowing	3,500	3,500
Trash Collection	1,400	1,692
<b>Total Town Services</b>	9,500	9,192
<b>Utilities</b>		
Gas and Electric	3,800	2,500
Water	250	300
<b>Total Utilities</b>	4,050	2,800
<b>Legal Advertising</b>	1,000	1,000
<b>Printing and Reproduction</b>	600	600
<b>Dues and Subscriptions</b>		
Va. Municipal League	267	310
Dues and Subscriptions - Other	210	210
<b>Total Dues and Subscriptions</b>	477	520
<b>Mayoral Reimbursement</b>	1,000	1,800
<b>Caboose Expenses</b>		
Caboose Electric	100	300
Caboose - Trentane Gas	300	300
Caboose Maintenance	2,500	2,500
<b>Total Caboose Expenses</b>	2,900	3,100
<b>Community Hall Expenses</b>		
C.H.-Equipment	2,000	2,000
C.H.-General Maintenance	2,900	2,900
C.H.-Cleaning	1,800	1,800
C.H. Floors	2,400	2,400
C.H. - Electric	7,000	9,626
C.H.-Management Fee	3,274	3,400
<b>Total Community Hall Expenses</b>	19,374	22,125
<b>Clifton Day Expenses</b>		950
<b>Homes Tour/Bazaar Exp</b>	600	600
<b>Miscellaneous</b>	5,000	5,000
<b>Total Contractual</b>	83,100	89,927
<b>Car Show Expense</b>	125	125
<b>Farmers' Market Expense</b>	272	250
<b>Haunted Trail Expenses</b>	2,000	2,000
<b>Clifton Book Publication</b>	0	

06/04/02

**Town of Clifton**  
**Proposed Profit & Loss Budget Overview**  
 July 2001 through June 2003

	Jul '01 - Jun '02	Jul '02 - Jun '03
<b>Commodities</b>		
Copies	300	300
Postage and Delivery	257	432
Computer Supplies	700	1,200
Office Supplies	900	900
License Plates	1,028	550
Miscellaneous	600	1,000
<b>Total Commodities</b>	3,785	4,382
<b>CIF Expenses</b>		
CIF-Playground Impr.	1,000	1,000
CIF-Miscellaneous	1,000	1,000
<b>Total CIF Expenses</b>	2,000	2,000
<b>Special Revenue Expenses</b>		
S.R. - Litter Control	750	1,100
<b>Total Special Revenue Expenses</b>	750	1,100
<b>Fed Fund-Transportation Proj</b>		
F.F. - Transp. Project-Land	120,000	120,000
F.F.- Transp. Project-Trails	40,716	40,716
F. F.-Transp - Inkind Svcs	4,524	4,524
Fed Fund-Transportation Proj - Other	0	
<b>Total Fed Fund-Transportation Proj</b>	165,240	165,240
<b>Total Expense</b>	265,344	273,671
<b>Net Ordinary Income</b>	(23,216)	(32,098)
<b>Net Income</b>	(23,216)	(32,098)

**Chesley James C CRBE**

---

**Subject:** Please forward to the Supervisors - Send to all in Clifton Area to respond

**PLEASE TAKE AND SEND / E-MAIL  
BEFORE MONDAY 4-22-02**

Dear Chairman Kate Hanley ([chairman@fairfaxcounty.gov](mailto:chairman@fairfaxcounty.gov)),  
Supervisor Elaine McConnell ([springfield@fairfaxcounty.gov](mailto:springfield@fairfaxcounty.gov)),  
Supervisor Sharon Bulova ([braddock@fairfaxcounty.gov](mailto:braddock@fairfaxcounty.gov)),

I am a resident of Clifton and we have a serious traffic problem in our Town. The volume of traffic (10543 vehicles per day on Main Street - VDOT count on 10/17/01 in front of the Heart in Hand restaurant) is staggering and the speeding and lack of respect for pedestrians is unacceptable. During this vehicle count, ten (10) vehicles were clocked at 50 to 54, and eleven (11) were clocked at 60 to 64. This is a residential area, the center of Town, next to the Town square and one-half block from the Town park, with a speed limit of 25 MPH. Pedestrians, especially children, are literally taking their lives in their own hands when crossing the streets and it is a challenge to safely pull in and out of our driveways. We need a dedicated police officer for the safety of our citizens. Please help us before a tragedy occurs. This lack of respect for pedestrians, stop signs and the law is unacceptable. The Town and its immediate area must have a dedicated police officer.

TOWN OF CLIFTON, VIRGINIA

TREASURER'S REPORT

7-May-02

STATEMENT OF CASH BALANCES

Regular Checking Account:	\$4,473
Money Market Savings Account:	\$54,490
Planning Commission Escrow: Overson	<u>\$5,681</u>
TOTAL CASH BALANCE:	<u><u>\$64,644</u></u>

Treasurer's Report prepared by:

Marilyn Barton  
Treasurer

July 15, 2002

Mr. Kenneth Buckley  
12642 Chapel Road  
P.O. 64  
Clifton, VA 20124

Dear Ken,

This letter officially acknowledges that your property located at 12642 Chapel Road, Clifton, VA, was rezoned from residential to commercial, by unanimous vote, at the July 6, 1999, Clifton Town Council meeting.

Sincerely,

Pamela Wallace  
Clerk, Town of Clifton

Minutes  
Clifton Town Council Meeting  
Tuesday, July 2, 2002  
Clifton Town Hall

Present: Mayor Jim Chesley, Mac Arnold, Margo Buckley, Laura Harrington , Bill Hollaway, Wayne Nickum, Town Attorney Rod Williams; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Mac Arnold brought up the use of a recording device for Town Council meetings. Wayne Nickum mentioned considerations such as who will maintain tapes and who will oversee process. Motion made to test device. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

2. Motion made to approve June 4, 2002, Town Council minutes, with the following corrections: in item #15, fees noted are for Fairfax Station, not town of Clifton; our fees should read \$75/hour for parties, and \$20-25/hour for classes; in item #14, strike the word "mayor". Motion made to approve minutes as amended. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

3. Motion made to approve minutes of special June 26, 2002, Town Council budget meeting. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

4. Motion made to extend terms of Town Clerk and Town Treasurer, as well as terms of Bill Hollaway, Laura Harrington and Travis Worsham (Planning Commission and ARB) to June 30, 2004. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

5. Discussion of town Vice-mayor. Motion made by Wayne Nickum to have three newest members of Town Council to serve as Vice-mayor with eight-month terms. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum. Names of Bill Hollaway, Laura Harrington, and Margo Buckley were put in hat and drawn. These persons will serve 8-month terms as vice-mayor, and in the following order: Hollaway, Harrington, Buckley.

6. Treasurer's report: Marilyn Barton. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

7. Planning Commission: Bill Hollaway

a. Hasting use permit for rear room addition to existing home. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

b. Request from Ken Buckley for letter to be sent to county, verifying change in zoning of his Chapel Road property from residential to commercial. Town Clerk will look up date for Town Council meeting at which this change was approved, and send letter to Ken.

c. New zoning district, which includes CBA barn, will be addressed at August Town Council meeting, at which time a zoning ordinance change will be made.

8. ARB: Adrian Ricci, as a non-voting member, has handed in his resignation from ARB. Rod Williams, Town Attorney, will fill in and advise as necessary.

9. Boy Scout Troop #1104 has completed path from Taylor property to Clifton School path. Mayor Chesley would like recognition of this service project at August Town Council meeting. Motion made by Bill Hollaway that Town Council approval be obtained before such projects are carried out . Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum. Mac Arnold asked Rod Williams whether or not a recorded easement was received for this town property project. Rod was uncertain; Mayor Chesley maintained that the Town Council had signed off on it. Motion made to follow

up on this information. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

10. Mayor Chesley brought up the Main Street Pedestrian/Bicycle plaza project that would provide waste receptacles and lights. He has gone to the State for re-allocation of ISTEPA funds to finance this project, but has not yet had a reply.

11. Gilliam property issue: Gilliam sounded firm on his decision not to sell, but it might still be worth a try. Motion made Margo Buckley and Laura Harrington to contact him one more time. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

12. Presbyterian Church addition plan and architectural drawing were discussed. As of this date, there has been no discussion at Town Council concerning building addition. In the past, only the number of fixture units for county permit was discussed. According to Reverend Stanton-Hoyle, the church is in the very preliminary stages of planning for their expansion. Wayne Nickum reminded the church that their architect needs to be familiar with the town zoning ordinance and historic guidelines, as well as the reciprocal parking agreement with the Hermitage Restaurant.

13. Lion's Club letter addressed to the town: since no one on the Town Council had received copies of letter prior to this meeting, Wayne Nickum made a motion to table discussion until August Town Council meeting.

14. Mac Arnold opened discussion of Community Hall vending machine issue, and posed several questions concerning the operation and stocking of the machine. Many town residents expressed their desire to stop pointing fingers of blame, but to look instead to the issue of intent. The Clifton Store and Lions have both had problems, but it was neither one's intent to sell alcohol to minors. It is time to move on and learn from our mistakes, and to again start working with each other, instead of against each other.

15. Community Hall break-ins (five times in two years) were discussed. Motion made to look into the upgrading of security measures for hall. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

16. Clifton Centennial celebration: Lynne Garvey Hodge gave update on activities.

17. Time capsule: motion made to bury it in front of Town Park gazebo. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

18. Town police officer will give report at August meeting.

19. Discussion of raised crosswalks: Town Council would like a drawing of design, which VDOT will present at August meeting.

20. Bill Hollaway reported on two letters received from town resident Taya Abbott. Her first letter questions the proposed paving of the area in front of the Caboose, and whether or not it would be a violation of the C- Bay Ordinance. Taya's second letter concerns a potential violation of an ARB approved structure located at 7207 Main Street, and whether this should be investigated by the ARB, and how consequences should be handled. Motion made by Mac Arnold to give Bill Hollaway the job of finding out the facts pertaining to these two issues and reporting back to the Town Council either in August or September. Yays: Arnold, Buckley, Harrington, Hollaway, Nickum. Abstain: Chesley. Motion passed.

21. Motion made to address vice-mayor issue. Motion made for Bill Hollaway, Rod Williams, and Wayne Nickum to look into options for town elections. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

22. Michelle Stein brought up possibility of looking into gas for Clifton. Motion made for Michelle and Jeff Stein to take survey of residents who might be interested in hooking up to gas. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

23. State of Virginia will contribute up to \$5000 in supplies (such as radar gun) for communities to fight crime. Motion made for Richard King and Michelle Stein to look into grant and develop proposal. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

24. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.



August 6, 2002 7:30 P.M.  
CLIFTON TOWN MEETING HALL, 12641 CHAPEL ROAD

CLIFTON TOWN COUNCIL MEETING

AGENDA

1. Treasurers Report  
a. HR 2526 - Reduce Local BPOL Revenue Chesley  
Arnold  
Buckley
2. Planning Commission  
a. Applications Harrington  
Hollaway  
Nickum
3. ARB  
a. Applications Jarrendt  
Effros
4. BZA Barton  
Wallace
5. Clifton Area Police Enforcement Statistics
6. Traffic Calming Techniques - Raised Crosswalks - VDOT
7. Labor Day Car Show Request - Letter for Banner/Signs/Use
8. Caboose Plaza Parking Lot Letter
9. Use and Rental of Town Properties - Nickum Item
10. Clifton Lions Club Letter - Tabled from July Meeting
11. Status of Building Inspections - Barn/Caboose - Arnold Item
12. Town Revenue - Alternate Methods of Financing - Arnold
13. Sidewalk from Clifton Heights - Harrington Item
14. Proposed Annexation of County into Town - Arnold
15. Recording of Town Meetings - Tape Custody - Arnold
16. Assignment of Town Council Responsibilities - Nickum
17. Election of Town Council, Mayor, Vice-Mayor Matrix - Nickum
18. Hemlock Overlook Park Management Plan - August 8
19. Summer in the Park 2003 - Nickum
20. General Obligation Bond Resolution - GMU

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation

or auxiliary aid, please call Jim Chesley at 830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

Posted, Post Office and Store

**July 2, 2002, 7:30 P.M.  
CLIFTON TOWN MEETING HALL, 12641 CHAPEL ROAD**

**CLIFTON TOWN COUNCIL MEETING**

**AGENDA**

- |   |                   |
|---|-------------------|
| <b>1. Treasurer's Report</b>  |                   |
| <b>a. FY 2003 Budget</b>  | <b>Chesley</b>    |
| <b>2. Planning Commission</b>   | <b>Arnold</b>     |
| <b>a. applications</b>  | <b>Buckley</b>    |
| <b>3. ARB</b>   | <b>Harrington</b> |
| <b>a. applications</b>  | <b>Hollaway</b>   |
| <b>4. BZA</b>   | <b>Nickum</b>     |
| <b>5. VDOT awaiting action/letter from Town Council in order<br/>    to proceed with traffic calming measures</b> | <b>Jarrendt</b>   |
| <b>6. Clifton Lion's Club letter to town</b>  | <b>Effros</b>     |
| <b>7. Meeting hall break-in: 6/6, 6/7</b>   | <b>Barton</b>     |
| <b>8. Vending machine</b>   | <b>Wallace</b>    |
| <b>9. Presbyterian Church building issue</b>  | <b>Williams</b>   |
| <b>10. Other</b>  |                   |

**If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 703-830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.**

**Posted: Post Office and Clifton General Store**

July 2, 2002

① Recording device (Mac) - must be approved by T.C. motion made by Wayne - who will maintain tapes? who will oversee process? motion made to test - unanimous

② Minutes T.C. June mtg

item #15

fees are Fr. Station fees - not Clifton - "at present Fr. St fees are...."

correct insert: our fees are as follows -

#14  
T.C. strike  
word "mayor"

\$75/hour > parties  
\$20-5 " > class

Motion made to accept as amended

unanimous

③ Minutes from spec. T.C. mtg. (budget)

unanimous - accepted

④ Term officers - 6/30/04 expiration date for Tom Clark, Treasurer

Unanimous

ALB term be extended for an amount 6/30/04

6/30/04 > Bill Planning Commission + Laura Harrington + T. Worsham 6/30/06

(2)

⑤ Vice mayor -

2 provisional - from Charter (takes precedence)

State code (must elect a standing from vice mayor)

Notion:

Wayne's proposal - to have 3 new members of T.C. to serve as Vice Mayor → unanimous } pick out of hat

8 months serving time

1st: Bill  
2nd: ~~Anna~~ Laura  
3rd: Margo

Unanimous

⑥ Treasurer's Report -

motion made to approve: unanimous

⑦ Planning Comm - Bill Hallaway

(a) Hastings / use permit to add below room to back of home

Lot # 11 - Frog Hill

motion } unanimously

} approved

} use permit

(b) rezoning - Ken Buckley from residential to commercial - County needs documentation -

Send letter stating ~~letter~~ date - supply minutes -

\* Send to County } name to Ken Buckley

© new zoning district - CBA form - Zoning ordinance change will be made - next TC mtg.

ARB ⑧ Ad. Ricci - resignation as attorney - ARB (not-voting member) Rod can fill in - Royce says he doesn't need a lawyer

Mac acked resolutions Recorded Assessment received? he's not sure

⑨ BSA #1104 -> cut path thru part where Taylor property - 10' wide path - August 6, 2002 T.C. Mtg } recognition given to this trans } Aug. agenda - very nice job - Bill requested prior approval to these special project by T.C. as a whole. made motion - unanimous -

any permission 1 chg to Tom Property -> must be discussed, approved as a complete body

Timmy says he rec'd - all signed off - note to follow up: unanimous

⑩ ISTEA - Main St. Pedestrian/Bicycle plaza - involving lights, waste receptacle - Timmy went to State to re-allocate funds - ~~has~~ has not heard back as of this date -

Motion - unanimous

⑪ Gilliam property - he's firm - unwilling to sell - can we still pursue? or not? Is this a deal here?

Margo & Laura will call -> Is it worth last one try? Call - just to make sure

12) Presbyterian Church plan - Wayne Nickum -  
only chgs made to manual originally - ??

Minister - presentation on needs of the community &  
how they impact on church's physical development ->  
long range plan of the church

Sanctuary  
Amen

\* Original request: # of fixture unit -  
for county permit

Architect says he will stay w/in these  
# of units -> in fact, # of restrooms might not  
be as great as originally requested -

Very preliminary stage at this point  
According to minister

{ architect  
must have copy of zoning ordinance ->  
must study what ~~was~~ they could construct &  
residential zoning limitations -

To date: no discussion w/ T.C. meeting -  
Church needs a copy of zoning ordinance -  
architect needs to be very, very  
familiar w/ our town's ordinance (article 9)

Also to be followed:

federal historical guidelines -

Significant restrictions may come

In the forefront - must be followed -

reciprocal parking agreement must also be followed

(12) Lion's Club Letter

no one on TR. has rec'd copies of the letter - per Wayne - they need vote of Confidence

Wayne: motion to ~~table~~ table to next

T.C. mtg. > unanimous

How? Issue:

(14) Vending Machine > Mac Arnold - has list of questions - would like to seek answers to these questions -

\* Wayne: motion for Mac to chair this section of the mtg. - > Nix this one

Questions posed by Mac

(1) Who Machine donated to town? Yes - gift of Randy Thompson - Jimmy asked Margo if she would like to stock - she declined - Jimmy later said he had the key & would take care

(2) Who had key? Randy gave to Jimmy & Lion's Club Supplier (one or 2 keys)

(3) Who rec'd income - ? Lion's Club (\$8 every 2 months)

(4) Was mayor ever told about beer - rps Margo did - but when he looked, no beer inside of machine

(5) What prompted Margo? Mark said beer was in machine when he was teaching his class to kids - (Margo saw beer herself - Bill & Mac saw beer last T.C. Mtg. -



⑥ Who removed beer from machine -  
in June ~~5th?~~  
~~2000~~

Page 6

Laura  
is now  
in charge

Case closed:  
Monday after incident

~~No copy~~ of report → if case is closed,  
can we get copy of the report??

\* Jennifer\* has been go in the back of the  
machine: "line tank" part of meeting -  
Mr. Petrock - says nothing was done intentionally  
if there was in fact a wrongdoing -

↪ Helen - don't always shoot the messenger"  
Margo

⊛ Karen Arnold → important for all groups to  
feel appreciated > improve communication is the  
key

(Merle): we have such great potential -

Lucia / Steve Effos: get away from  
animosity - we must not look to blame -  
look to intent → Steve & him both had a problem -  
let's get on to the rest of the business -  
let's move away

(August issue) formal > } reemphasize this } Put it  
Concept } on the  
Trust/honesty } table!!

item #  
(15)

September > Special Set-together

(Pg 1)

Mtg. Hall break-in

6/6 & 6/7 - Lima Club closet -

Fire Dept reported kids inside on Skate board -  
New TV/VCR - Stolen


Lock has been  
picked a  
total of  
3 times.

Look into Fx Co Public Facilities -  
upgrade security measures for Comm Hall

Unanimous

5X in 2 years: break-ins -

(16) ~~Sept~~ - Overview of Centennial celebration -  
Garvey Hodge -  
last minute details

(17) Time Capsule   
Where to bury? town property? security?  
in front of gazebo  
Wayne: motion > Unanimously

(18) Special police officers rule  
19 tickets written on Clifton Rd w/in 45 min period -  
will report at Aug. mtg.

- Scope of role of police officer -  
they are  
- in town to enforce the law -

19. VDOT: re:  
Raised crosswalks

- needs letter from town - but T.C. wants  
a drawing of what is intended  
Chapel & Main St. > 1st to try -

↓  
VDOT <sup>will</sup> come to next meeting in August  
+ drawings to present - where & what it is -

20. Bill Hollaway  
Letter re: zoning violations

2 letters from ugly Taya -

Ugly?  
right  
Taya -

1. Paving in front of Caboose - (CBay)  
violation of Chesapeake Bay Ordinance?  
legal issue → Rod? What's up?

2. 2nd letter: Taya (ugly, fat) 1207 Main St -  
potential violations? were appropriate  
measures taken?

Does  
Council ~~have~~ obligation to conduct  
investigation? Or does ARB handle this  
issue?

Who should handle the consequences -

MacDonald

Motion made to designate Bill to be T.C. agent to find out facts w/ clarification: ~~only~~ role is to collect facts

Short for August; it might be September -

Unanimous Yays:  
abstain: Timmy

(21) Tom Charter Committee } Wayne  
Vice mayor issue

Laura Harrington  
Bill, Rod, Wayne - to look into  
options for transactions

Motion Unanimous

(22) Gas Minimum of 100 houses?  
Michelle Stearns who is interested?  
" " at this price?

Michelle Stearns

Motion for Michelle to form survey - of residents for Unanimous

(23)

radar gun  
up to \$5000  
for supplies to help  
community fight crime

from  
State of VA

Let's pursue

RK  
+ Michelle

to look into grant  
develop  
proposal  
Deadline  
is July 10<sup>th</sup>

Motion  
to authorize

Mayor → Sign

(24)

Journal  
Newspaper

Police  
have to  
teach  
no  
to  
use



# CLIFTON LIONS CLUB, Inc.



P. O. Box 41

**We Serve**

Clifton, Virginia 20124

Serve

2 July 2002

To the Clifton Town Council :

The Clifton Lions Club would like to present this letter to the Clifton Town Council this evening to demonstrate the club's continued commitment and support in the form of charitable work for the residents of Clifton and the surrounding community areas.

In light of recent events, the club has reviewed the long-standing universal meeting format of Lions around the world as practiced by our club for what would seem improper to the casual observer. The meeting format is intended to foster fellowship and camaraderie among the membership to promote citizenship and a sense of belonging.

For more than three decades, the Clifton Lions members have devoted countless hours of work, personal talents and support of family and friends to help those in need. A list of statistics is impersonal; however, but highlighted here are some of the examples of contributions made in recent years: payment for a local resident's dual cataract surgery, worked in cooperation with another local Lions Club to purchase a \$3500 FM hearing system for a high schools student, the Clifton Lions provided a \$1000 scholarship to a sight impaired college student; provided the materials and labor to construct and maintenance the Clifton Cabin at the Virginia District 24-A Youth Camp; April 2002 the Clifton sponsored its 22<sup>nd</sup> Family-Youth Weekend; purchase of eyeglasses for local students and adults in need; the annual distribution of holiday food baskets three times a year; a \$500 donation to a family home fire victims; \$1000 to the Lions International Fund for immediate relief assistance of September 11<sup>th</sup>; sponsors of a 39 member Leo Club at Robinsonin Secondary School; monetary and food donation to SERVE in Manassas ( help men and women to make th transition from welfare to productive citizens ); annual contributions to Robinson, Centreville, Lake Braddock and Chantilly Highs Schools for their Alcohol Free Graduation Parties.

During these three decades of commitment, each Lion has served the TOWN OF Clifton in many capacities but only for the personal satisfaction of being able to help others, and have done so for "one thank you at a time "- nothing more, nothing less.

The Clifton Lions although in the mist of transition - of a new Lion year with a new slate of officers and a increased membership looks to the Clifton Town Council for its continued support of our charitable work in the Clifton community. We ask that the Town Council demonstrate this support by giving the Clifton Lions Club a vote " of confidence" this evening.

Sincerely, *Carl E. Allen*

Carl E. Allen, Clifton Lions Club President

TOWN OF CLIFTON, VIRGINIA

TREASURER'S REPORT

2-Jul-02

STATEMENT OF CASH BALANCES

Regular Checking Account:	\$2,578
Money Market Savings Account:	\$51,635
Planning Commission Escrow: Overson	<u>\$5,606</u>
TOTAL CASH BALANCE:	<u><u>\$59,819</u></u>

Treasurer's Report prepared by:

Marilyn Barton  
Treasurer

TOWN OF CLIFTON, VIRGINIA

TREASURER'S REPORT

2-Jul-02

STATEMENT OF CASH BALANCES

Regular Checking Account:	\$2,578
Money Market Savings Account:	\$51,635
Planning Commission Escrow: Overson	<u>\$5,606</u>
 TOTAL CASH BALANCE:	 <u><u>\$59,819</u></u>

Treasurer's Report prepared by:

Marilyn Barton  
Treasurer



Mac Arnold  
12641 School Street  
Clifton, Virginia 20124

Jim Chesley  
Main Street  
Clifton, Virginia 20124

Re: Agenda for Town Council Meeting July 2, 2002

Dear Jim:

This letter is to request that a discussion of the vending machine be put on the agenda for the July town council meeting. I would also request a follow-up discussion on the status of the building inspections for the caboose and the CBA barn, if there were any developments.

I would also advise you that I would like to bring some recording equipment to the meeting to see if it works any better than the equipment that Bill Warren located. If you feel the town council needs to discuss the issue of recording the meeting again, I would ask that this be on the agenda. My recollection is that the council decided to record the meetings, subject to locating the proper equipment.

Thank you for your consideration in this matter.

Sincerely,



Mac Arnold

July 2, 2002, 7:30 P.M.  
 CLIFTON TOWN MEETING HALL, 12641 CHAPEL ROAD

CLIFTON TOWN COUNCIL MEETING  
 AGENDA

To Do:  
 (X) Letter to  
 Ken Buckley  
 (X) Use permit

✓ 1. Treasurer's Report  
 a. FY 2003 Budget

✓ 2. Planning Commission  
 a. applications

3. ARB  
 a. applications

4. BZA

✓ 5. VDOT awaiting action/letter from Town Council in order  
 to proceed with traffic calming measures

✓ 6. Clifton Lion's Club letter to town

✓ 7. Meeting hall break-in: 6/6, 6/7

✓ 8. Vending machine

✓ 9. Presbyterian Church building issue

Chesley  
 Arnold  
 Buckley  
 Harrington  
 Hollaway  
 Nickum  
 Jarrendt  
 Effros  
 Barton  
 Wallace  
 Williams

10. Other

(X) Review - charter change: election of Council: new plan  
 (X) zoning violations letter

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special/accommodation or auxiliary aid, please call Jim Chesley at 703-830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

Additional  
 Items

(X) location of time capsule burial site  
 Posted: Post Office and Clifton General Store

(X) role for Town Policemen

(X) Community hall rates - ?  
 for parties } Margo

(X) Caboose inspection by county } next TC mtg.

(X) Jim: Boy Scouts' completion of trail

(X) special Police  
 (X) potential gas conversion  
 (X) Board resignation  
 (X) Info on 152EA

**USE PERMIT**  
**TOWN OF CLIFTON, VIRGINIA**

**NAME OF APPLICANT:** Elizabeth Hastings  
**NAME OF OWNER:** Elizabeth Hastings  
**ADDRESS OF PREMISES:** 12638 Water Street, Clifton, VA 20124  
**TAX MAP NUMBER:** 075-4-16-0011  
**ZONING DISTRICT:** Residential  
**TYPE OF USE:** One-story 8'x10' addition to home  
**SPECIFIC RESTRICTIONS:** None  
**FEE:** \$25.00

The above use is found to be in conformity with the provisions of the Town of Clifton Town Ordinances.

On the serving of a notice by the Town of Clifton of any violation of any such provisions or requirements with respect to any building or the use thereof, or the use of land, this Use Permit shall become null and void as provided in the Clifton Town Ordinances, Chapter 1, Section 16, and Chapter 9, Section 14, and a new Use Permit shall be required for any further use of such building or land.

(Town Seal)

Approved by: \_\_\_\_\_

James Chesley, Mayor

Date: \_\_\_\_\_

**CLIFTON PLANNING COMMISSION  
TOWN OF CLIFTON, VIRGINIA  
APPLICATION FOR USE PERMIT**

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*. The undersigned has enclosed herewith a check made payable to the "Town of Clifton" for the required application review fee.

Date Submitted to Town Clerk: 9 June 2002

Date Submitted to Chairman of Planning Commission: 9 June 2002

1. Type:  Construction  Residential  Non-Residential  Home Business  
2. Name of Applicant: Elizabeth (Beth) Hastings  
3. Owner of Property: Same as applicant  
4. Name of Business/Organization: N/A  
5. Owner of Business/Organization: N/A  
6. Address of Premises: 12638 Water Street  
7. Tax Map Number: 075-4-16-0011  
8. Attach Copy of Plat for Property:  Plat Attached  
9. Attach Floor Plan (All Non-Residential and Home Business):  Floor Plan Attached N/A  
10. Zoning District of Premises:  
 Residential  Commercial  Agricultural  Industrial

11. Describe Purpose of Application:

Addition to provide breakfast nook to preexisting residence. One-story, gabled roof, 8'x10', on back of house.

12. If Commercial, Home Business, Agricultural or Industrial: N/A

- Describe Operation: \_\_\_\_\_
- Number of Employees: \_\_\_\_\_
- Days and Hours of Operation: \_\_\_\_\_
- Number of Client Visits per Day: \_\_\_\_\_
- Square Footage of Premises: \_\_\_\_\_
- Number of Off-Street Parking Spaces Available: \_\_\_\_\_
- Number of Off-Street Parking Spaces Required: \_\_\_\_\_
- For Home Business Only, Gross Square Footage of Dwelling: \_\_\_\_\_

13. Application Fee Enclosed: \$25.00

(\$250 for new home or commercial construction; \$150 for adding to existing buildings, or new residential construction other than new homes, where the addition or new construction costs over \$25,000; \$25 for all other construction, and any other use permit)

Elizabeth Hastings

Signature of Applicant/Agent

9 June 2002

Date

12638 Water Street

Mailing Address

Clifton, VA 20124

City/Town, State, Zip Code

703-815-0435 No fax

Phone Number / Fax Number

beth-hastings@yahoo.com

E-Mail Address

N/A

Signature of Landlord/Lessor

Date

Mailing Address

City/Town, State, Zip Code

Phone Number / Fax Number

E-Mail Address

*For additional information, see Use Permit - Filing Instructions  
Revised by Planning Commission 10/3/01*

## **CLIFTON PLANNING COMMISSION**

### **USE PERMIT APPLICATION – FILING INSTRUCTIONS**

The Town of Clifton Planning Commission meets on the last Monday of each month in the Clifton Town Meeting Hall beginning at 7:30 pm. Applications for Use Permits (and any other action requiring Planning Commission review or approval) must be received by the Clifton Town Clerk and the Chairman of the Clifton Planning Commission by the 15<sup>th</sup> of the month, in order to be heard at that month's Planning Commission meeting. The Planning Commission's recommendations are usually heard at the next Town Council meeting, which is held on the first Tuesday of each month in the Clifton Town Meeting Hall, beginning at 7:30 pm.

- All Use Permit Applications must be fully collated and bound (by staple or other fastener).
- The Clifton Town Clerk must be provided with 7 complete copies of the Application (for review by the Town Council) plus a check for the appropriate Application Fee, made payable to the "Town of Clifton." The Clifton Town Clerk is Pam Wallace, 12746 Chapel Street, P.O. Box 76, Clifton, VA 20124.
- The Chairman of the Clifton Planning Commission must be provided with 10 complete copies of the Application (for review by the Planning Commission and its consultants). The Chairman of the Clifton Planning Commission is Bill Hollaway, 12743 Chapel Street, P.O. Box 421, Clifton, VA 20124. In the alternative, copies for the Planning Commission may be delivered to the Secretary of the Clifton Planning Commission, Corlis Van Linden, 12702 Chapel Road, P.O. Box 140, Clifton, VA 20124.
- The Applicant must be present at the Planning Commission meeting(s) at which their Application is considered. If the Applicant is not present, the Use Permit will not be considered. Likewise, the Applicant must be present at the Town Council meeting(s) at which their Application is considered. If the Applicant is not present, the Town Council will not render a decision on the Use Permit.
- Further information regarding Use Permit Applications can be obtained by contacting Bill Hollaway at (703) 815-3269.

To: Clifton Town Clerk

From: Beth Hastings and Paul Chakravarti  
12638 Water Street, Clifton

Date: 10 June 2002

Subject: Use Permit Application

Please find enclosed all documents describing the proposed addition to our home. The addition is strictly for our private residential use. It is an 8' X 10' single-story addition to our kitchen which will be surrounded on the sides with windows. The windows, siding and foundation will match the current residence. The addition will have a gable roof, and will match the existing porch with gable roof. This addition (as well as the existing porch it is designed to match) will be on the back of the house and will not be visible from the road.

Please feel free to contact Beth Hastings with any questions you may have. Home phone number is 703-815-0435, work phone is 703-742-7660 X204.

Thank you very much.

Beth Hastings

**CLIFTON PLANNING COMMISSION  
TOWN OF CLIFTON, VIRGINIA  
APPLICATION FOR USE PERMIT**

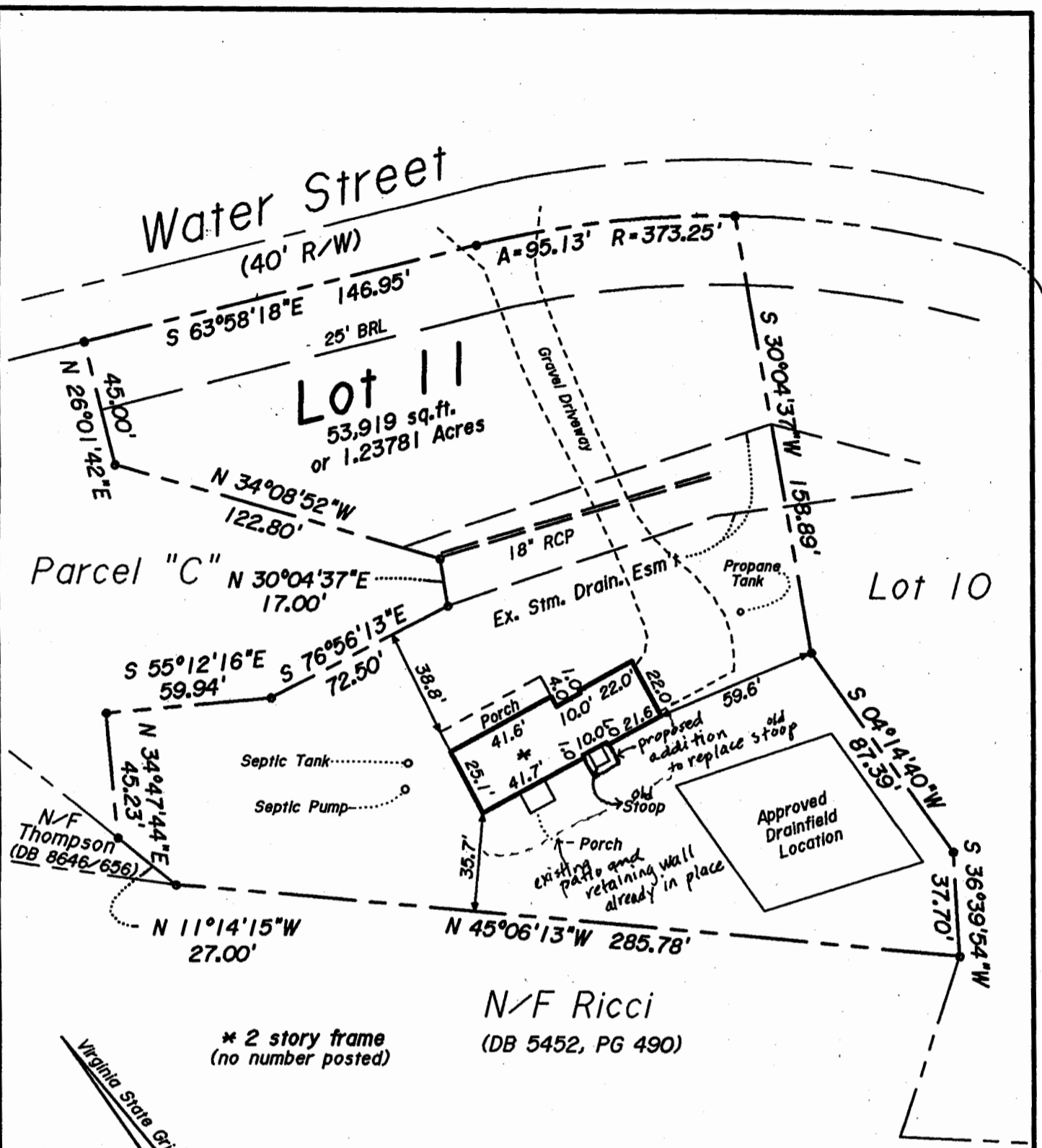
The undersigned hereby applies for a Use Permit pursuant to Article 2, Section 9-10 of the Zoning Ordinance of the *Code of Town of Clifton, Virginia*. The undersigned has enclosed herewith a check made payable to the "Town of Clifton" for the required application review fee.

Date Submitted to Town Clerk: 9 June 2002  
Date Submitted to Chairman of Planning Commission: 9 June 2002

1. Type:  Construction  Residential  Non-Residential  Home Business
2. Name of Applicant: Elizabeth (Beth) Hastings
3. Owner of Property: Same as applicant
4. Name of Business/Organization: N/A
5. Owner of Business/Organization: N/A
6. Address of Premises: 12638 Water Street
7. Tax Map Number: 075-4-16-0011
8. Attach Copy of Plat for Property:  Plat Attached
9. Attach Floor Plan (All Non-Residential and Home Business):  Floor Plan Attached N/A
10. Zoning District of Premises:  
 Residential  Commercial  Agricultural  Industrial
11. Describe Purpose of Application:  
Addition to provide breakfast nook to preexisting residence. One-story, gabled roof, 8x10', on back of house.
12. If Commercial, Home Business, Agricultural or Industrial: N/A
  - Describe Operation: \_\_\_\_\_
  - Number of Employees: \_\_\_\_\_
  - Days and Hours of Operation: \_\_\_\_\_
  - Number of Client Visits per Day: \_\_\_\_\_
  - Square Footage of Premises: \_\_\_\_\_
  - Number of Off-Street Parking Spaces Available: \_\_\_\_\_
  - Number of Off-Street Parking Spaces Required: \_\_\_\_\_
  - For Home Business Only, Gross Square Footage of Dwelling: \_\_\_\_\_
13. Application Fee Enclosed: \$25.00  
((\$250 for new home or commercial construction; \$150 for adding to existing buildings, or new residential construction other than new homes, where the addition or new construction costs over \$25,000; \$25 for all other construction, and any other use permit)

Elizabeth Hastings  
Signature of Applicant/Agent  
9 June 2002  
Date  
12638 Water Street  
Mailing Address  
Clifton, VA 20124  
City/Town, State, Zip Code  
703-815-0435 No fax  
Phone Number / Fax Number  
beth-hastings@yahoo.com  
E-Mail Address

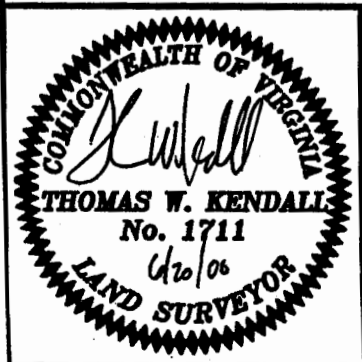
N/A  
Signature of Landlord/Lessor  
\_\_\_\_\_  
Date  
\_\_\_\_\_  
Mailing Address  
\_\_\_\_\_  
City/Town, State, Zip Code  
\_\_\_\_\_  
Phone Number / Fax Number  
\_\_\_\_\_  
E-Mail Address



Plat Showing  
Final House Location Survey  
Lot 11  
**Frog Hill**  
Town of Clifton, Virginia

**NOTES**

- I HEREBY CERTIFY THAT THE IMPROVEMENTS ON THE PROPERTY SHOWN HEREON HAVE BEEN CAREFULLY ESTABLISHED BY A TRANSIT-TAPE SURVEY AND, UNLESS OTHERWISE SHOWN, THERE ARE NO ENCROACHMENTS.
- THIS LOT LIES IN THE F.E.M.A./F.L.A. DESIGNATED ZONE "X", ZONE "X" DEFINES AREAS OUTSIDE OF ALL ESTABLISHED 500 YEAR FLOOD PLAINS.
- NO TITLE REPORT FURNISHED
- THIS PLAT NOT TO BE USED FOR THE CONSTRUCTION OF FENCES.

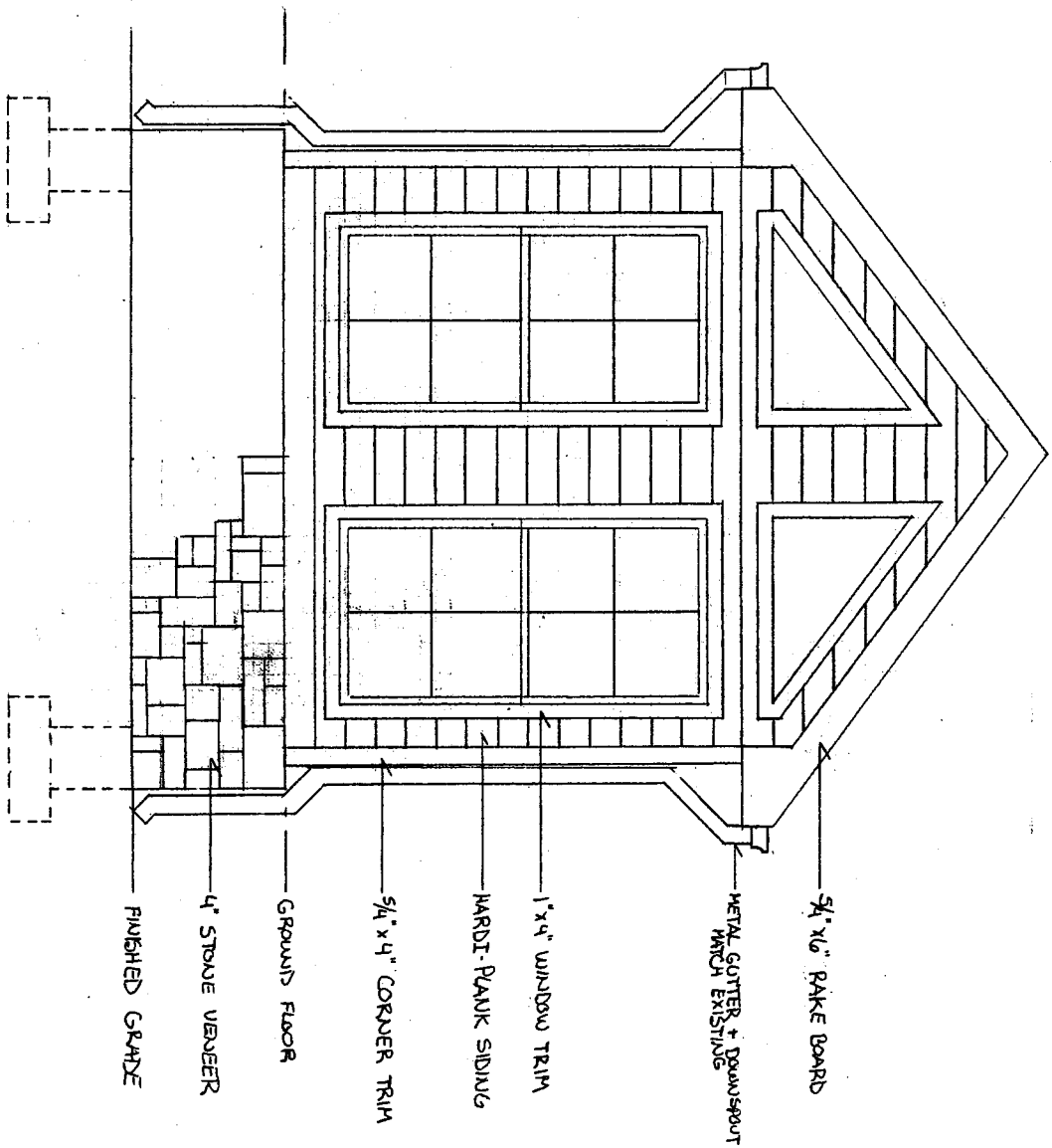


**Dalton & Kendall, Inc**  
8428-C Quarry Road  
Manassas, Virginia 20110  
Ph 703-368-2175 - Fax 703-368-2234

DATE: June 20, 2000  
SCALE: 1" = 50'  
DRAWN BY:  
CHECKED:  
CLIENT:  
WCS - Sept. 15, 1999

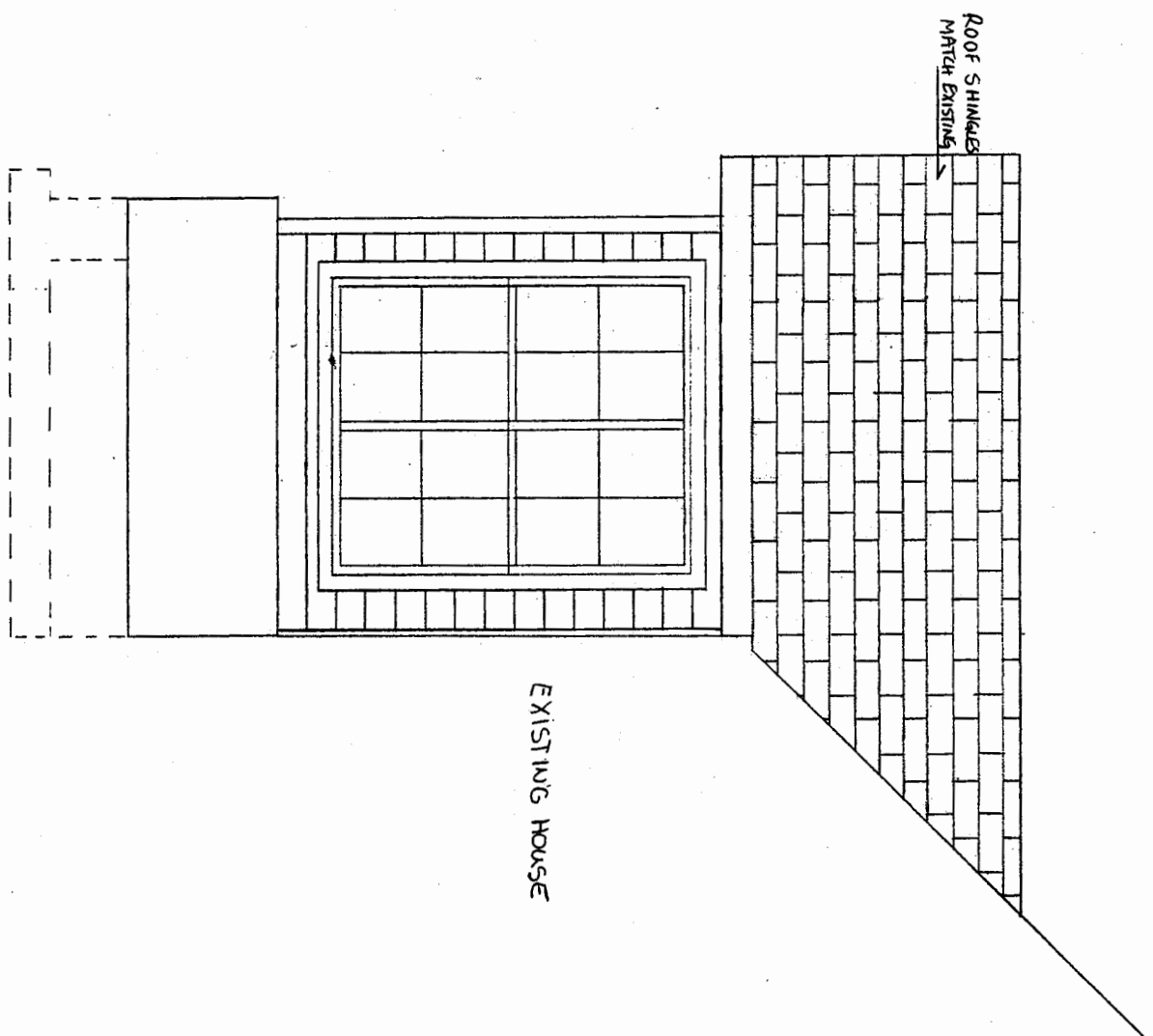




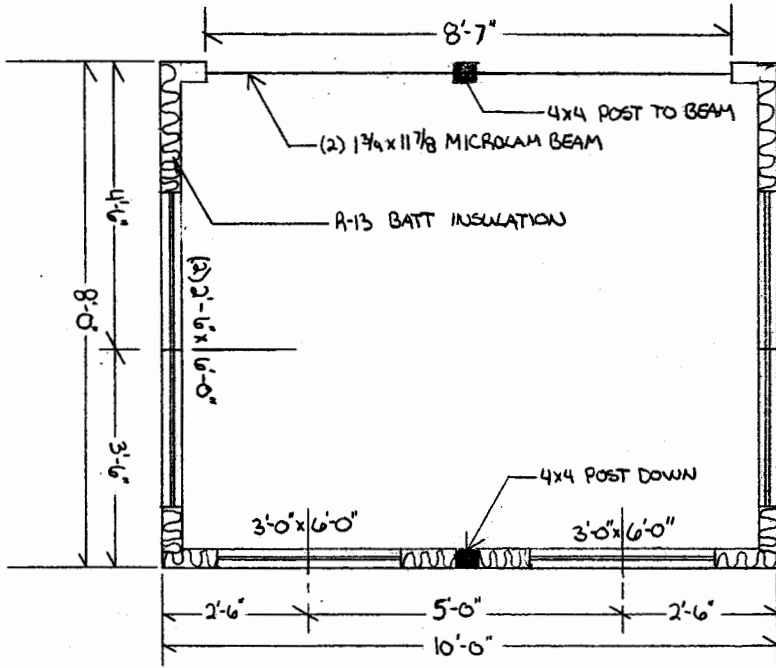


REAR ELEVATION  
 SCALE: 1/2" = 1'-0"

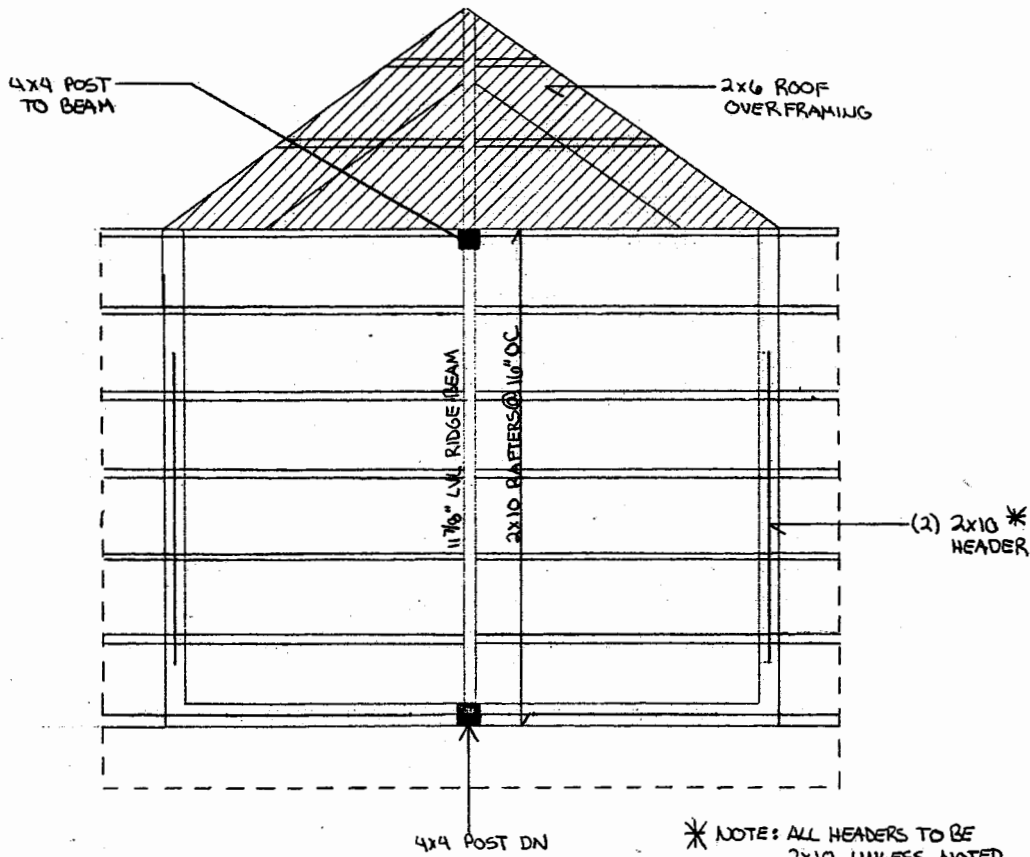
LEFT + RIGHT SIDE ELEVATIONS  
SCALE: 1/2" = 1'-0"



EXISTING HOUSE

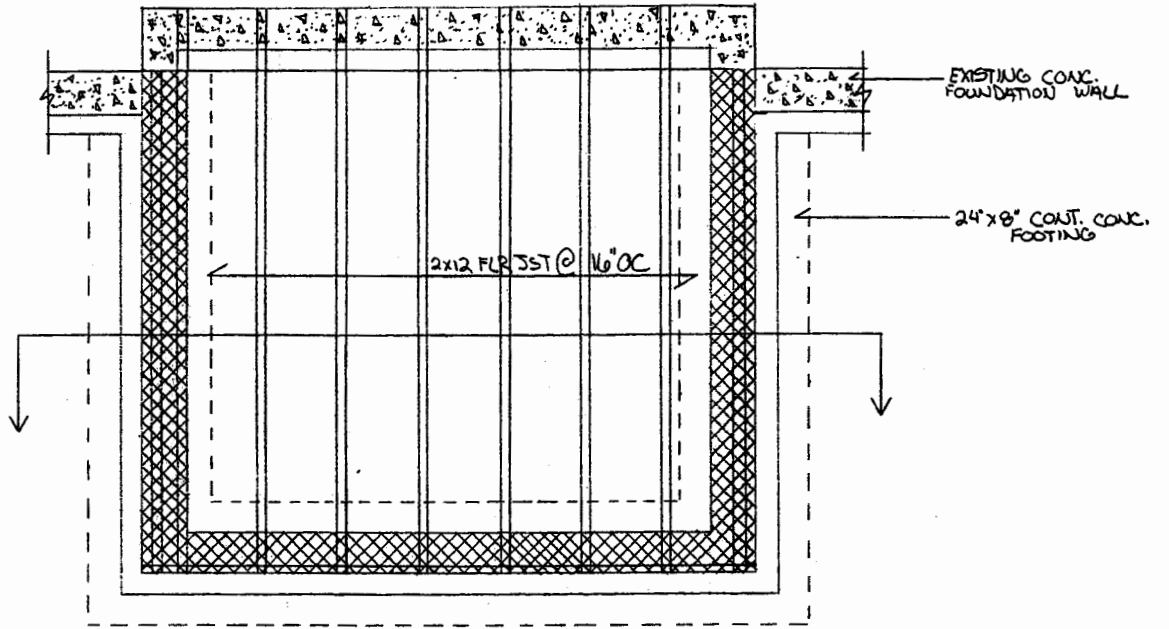


FIRST FLOOR FRAMING PLAN  
SCALE: 1/2" = 1'-0"

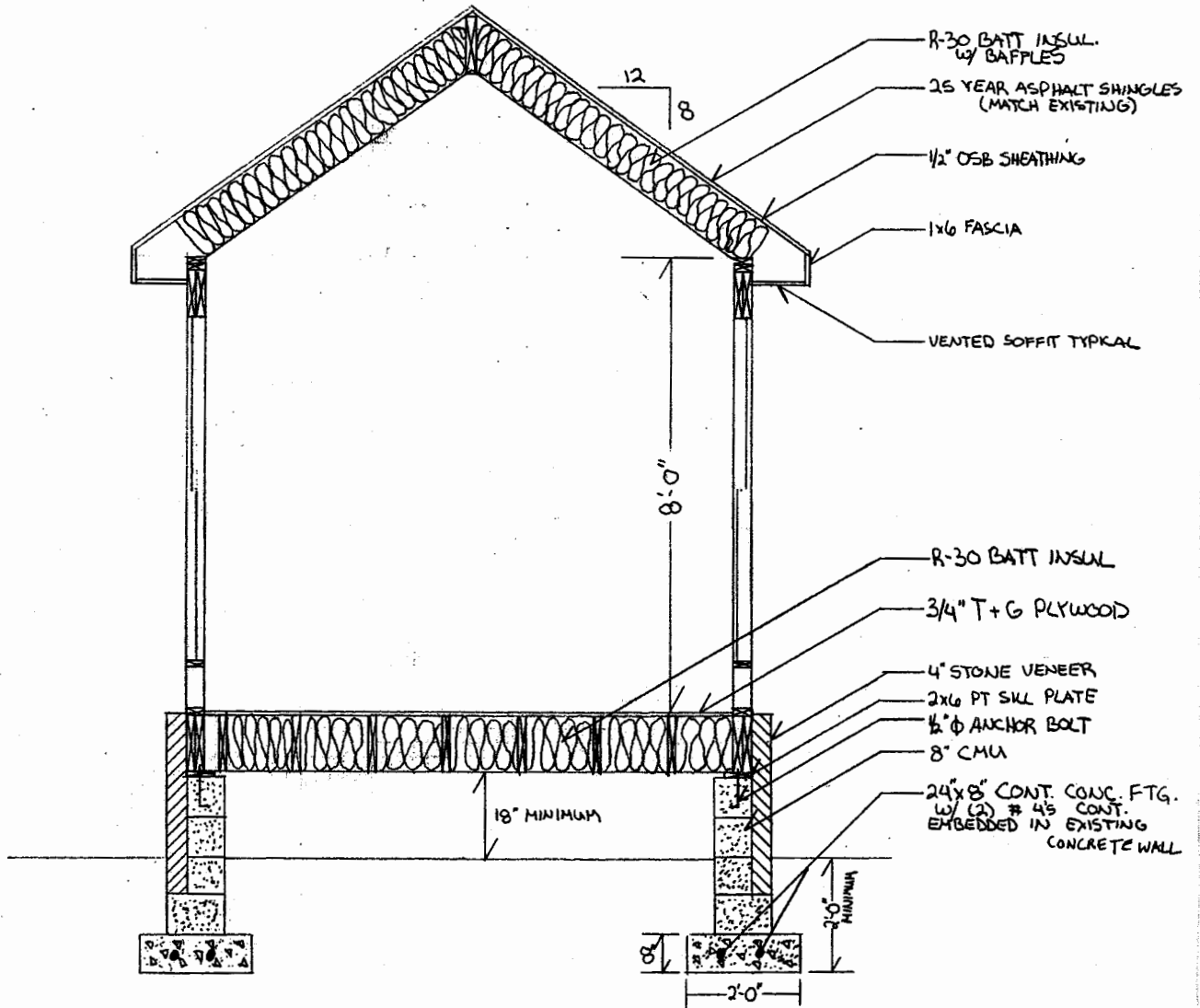


ROOF FRAMING PLAN  
SCALE: 1/2" = 1'-0"

EXISTING HOUSE



1<sup>ST</sup> FLOOR + FOUNDATION PLAN  
SCALE: 1/2" = 1'-0"





*July 2002*

Minutes  
Clifton Town Council Meeting  
Tuesday, July 2, 2002  
Clifton Town Hall

Present: Mayor Jim Chesley, Mac Arnold, Margo Buckley, Laura Harrington, Bill Hollaway, Wayne Nickum, Town Attorney Rod Williams; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Mac Arnold brought up the use of a recording device for Town Council meetings. Wayne Nickum mentioned considerations such as who will maintain tapes and who will oversee process. Motion made to test device. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

2. Motion made to approve June 4, 2002, Town Council minutes, with the following corrections: in item #15, fees noted are for Fairfax Station, not town of Clifton; our fees should read \$75/hour for parties, and \$20-25/hour for classes; in item #14, strike the word "mayor". Motion made to approve minutes as amended. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

3. Motion made to approve minutes of special June 26, 2002, Town Council budget meeting. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

4. Motion made to extend terms of Town Clerk and Town Treasurer, as well as terms of Bill Hollaway, Laura Harrington and Travis Worsham (Planning Commission and ARB) to June 30, 2004. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

*Add from Attorney (2 year term)*

5. Discussion of town Vice-mayor. Motion made by Wayne Nickum to have three newest members of Town Council to serve as Vice-mayor with eight-month terms. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum. Names of Bill Hollaway, Laura Harrington, and Margo Buckley were put in hat and drawn. These persons will serve 8-month terms as vice-mayor, and in the following order: Hollaway, Harrington, Buckley.

6. Treasurer's report: Marilyn Barton. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

7. Planning Commission: Bill Hollaway

a. Hasting use permit for rear room addition to existing home. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

b. Request from Ken Buckley for letter to be sent to county, verifying change in zoning of his Chapel Road property from residential to commercial. Town Clerk will look up date for Town Council meeting at which this change was approved, and send letter to Ken.

c. New zoning district, which includes CBA barn, will be addressed at August Town Council meeting, at which time a zoning ordinance change will be made.

8. ARB: Adrian Ricci, as a non-voting member, has handed in his resignation from ARB. Rod Williams, Town Attorney, will fill in and advise as necessary.

9. Boy Scout Troop #1104 has completed path from Taylor property to Clifton School path. Mayor Chesley would like recognition of this service project at August Town Council meeting. Motion made by Bill Hollaway that Town Council approval be obtained before such projects are carried out. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum. Mac Arnold asked Rod Williams whether or not a recorded easement was received for this town property project. Rod was uncertain; Mayor Chesley maintained that the Town Council had signed off on it. Motion made to follow

up on this information. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

10. Mayor Chesley brought up the Main Street Pedestrian/Bicycle plaza project that would provide waste receptacles and lights. He has gone to the State for re-allocation of ISTEA funds to finance this project, but has not yet had a reply.

11. Gilliam property issue: Gilliam sounded firm on his decision not to sell, but it might still be worth a try. Motion made Margo Buckley and Laura Harrington to contact him one more time. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

12. Presbyterian Church addition plan and architectural drawing were discussed. As of this date, there has been no discussion at Town Council concerning building addition. In the past, only the number of fixture units for county permit was discussed. According to Reverend Stanton-Hoyle, the church is in the very preliminary stages of planning for their expansion. Wayne Nickum reminded the church that their architect needs to be familiar with the town zoning ordinance and historic guidelines, as well as the reciprocal parking agreement with the Hermitage Restaurant.

13. Lion's Club letter addressed to the town: since no one on the Town Council had received copies of letter prior to this meeting, Wayne Nickum made a motion to table discussion until August Town Council meeting.

14. Mac Arnold opened discussion of Community Hall vending machine issue, and posed several questions concerning the operation and stocking of the machine. Many town residents expressed their desire to stop pointing fingers of blame, but to look instead to the issue of intent. The Clifton Store and Lions have both had problems, but it was neither one's intent to sell alcohol to minors. It is time to move on and learn from our mistakes, and to again start working with each other, instead of against each other.

15. Community Hall break-ins (five times in two years) were discussed. Motion made to look into the upgrading of security measures for hall. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

16. Clifton Centennial celebration: Lynne Garvey Hodge gave update on activities.

17. Time capsule: motion made to bury it in front of Town Park gazebo. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

18. Town police officer will give report at August meeting.

19. Discussion of raised crosswalks: Town Council would like a drawing of design, which VDOT will present at August meeting.

20. Bill Hollaway reported on two letters received from town resident Taya Abbott. Her first letter questions the proposed paving of the area in front of the Caboose, and whether or not it would be a violation of the C-Bay Ordinance. Taya's second letter concerns a potential violation of an ARB approved structure located at 7207 Main Street, and whether this should be investigated by the ARB, and how consequences should be handled. Motion made by Mac Arnold to give Bill Hollaway the job of finding out the facts pertaining to these two issues and reporting back to the Town Council either in August or September. Yays: Arnold, Buckley, Harrington, Hollaway, Nickum. Abstain: Chesley. Motion passed.

21. Motion made to address vice-mayor issue. Motion made for Bill Hollaway, Rod Williams, and Wayne Nickum to look into options for town elections. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

*to identify alternatives for election of Mayor & vice-mayor*

22. Michelle Stein brought up possibility of looking into gas for Clifton. Motion made for Michelle and Jeff Stein to take survey of residents who might be interested in hooking up to gas. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

23. State of Virginia will contribute up to \$5000 in supplies (such as radar gun) for communities to fight crime. Motion made for Richard King and Michelle Stein to look into grant and develop proposal. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

24. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.



Minutes  
Clifton Town Council Meeting  
Tuesday, July 2, 2002  
Clifton Town Hall

Present: Mayor Jim Chesley, Mac Arnold, Margo Buckley, Laura Harrington, Bill Hollaway, Wayne Nickum, Town Attorney Rod Williams; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Mac Arnold brought up the use of a recording device for Town Council meetings. Wayne Nickum mentioned considerations such as who will maintain tapes and who will oversee process. Motion made to test device. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
2. Motion made to approve June 4, 2002, Town Council minutes, with the following corrections: in item #15, fees noted are for Fairfax Station, not town of Clifton; our fees should read \$75/hour for parties, and \$20-25/hour for classes; in item #14, strike the word "mayor". Motion made to approve minutes as amended. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
3. Motion made to approve minutes of special June 26, 2002, Town Council budget meeting. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
4. Motion made to extend terms of Town Clerk and Town Treasurer, as well as terms of Bill Hollaway, Laura Harrington and Travis Worsham (Planning Commission and ARB) to June 30, 2004. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
5. Discussion of town Vice-mayor. Motion made by Wayne Nickum to have three newest members of Town Council to serve as Vice-mayor with eight-month terms. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum. Names of Bill Hollaway, Laura Harrington, and Margo Buckley were put in hat and drawn. These persons will serve 8-month terms as vice-mayor, and in the following order: Hollaway, Harrington, Buckley.
6. Treasurer's report: Marilyn Barton. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
7. Planning Commission: Bill Hollaway
  - a. Hasting use permit for rear room addition to existing home. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
  - b. Request from Ken Buckley for letter to be sent to county, verifying change in zoning of his Chapel Road property from residential to commercial. Town Clerk will look up date for Town Council meeting at which this change was approved, and send letter to Ken.
  - c. New zoning district, which includes CBA barn, will be addressed at August Town Council meeting, at which time a zoning ordinance change will be made.
8. ARB: Adrian Ricci, as a non-voting member, has handed in his resignation from ARB. Rod Williams, Town Attorney, will fill in and advise as necessary.
9. Boy Scout Troop #1104 has completed path from Taylor property to Clifton School path. Mayor Chesley would like recognition of this service project at August Town Council meeting. Motion made by Bill Hollaway that Town Council approval be obtained before such projects are carried out. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum. Mac Arnold asked Rod Williams whether or not a recorded easement was received for this town property project. Rod was uncertain; Mayor Chesley maintained that the Town Council had signed off on it. Motion made to follow

- up on this information. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
10. Mayor Chesley brought up the Main Street Pedestrian/Bicycle plaza project that would provide waste receptacles and lights. He has gone to the State for re-allocation of ISTEPA funds to finance this project. but has not yet had a reply.
  11. Gilliam property issue: Gilliam sounded firm on his decision not to sell, but it might still be worth a try. Motion made Margo Buckley and Laura Harrington to contact him one more time. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
  12. Presbyterian Church addition plan and architectural drawing were discussed. As of this date, there has been no discussion at Town Council concerning building addition. In the past, only the number of fixture units for county permit was discussed. According to Reverend Stanton-Hoyle, the church is in the very preliminary stages of planning for their expansion. Wayne Nickum reminded the church that their architect needs to be familiar with the town zoning ordinance and historic guidelines, as well as the reciprocal parking agreement with the Hermitage Restaurant.
  13. Lion's Club letter addressed to the town: since no one on the Town Council had received copies of letter prior to this meeting, Wayne Nickum made a motion to table discussion until August Town Council meeting.
  14. Mac Arnold opened discussion of Community Hall vending machine issue, and posed several questions concerning the operation and stocking of the machine. Many town residents expressed their desire to stop pointing fingers of blame, but to look instead to the issue of intent. The Clifton Store and Lions have both had problems, but it was neither one's intent to sell alcohol to minors. It is time to move on and learn from our mistakes, and to again start working with each other, instead of against each other.
  15. Community Hall break-ins (five times in two years) were discussed. Motion made to look into the upgrading of security measures for hall. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
  16. Clifton Centennial celebration: Lynne Garvey Hodge gave update on activities.
  17. Time capsule: motion made to bury it in front of Town Park gazebo. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
  18. Town police officer will give report at August meeting.
  19. Discussion of raised crosswalks: Town Council would like a drawing of design, which VDOT will present at August meeting.
  20. Bill Hollaway reported on two letters received from town resident Taya Abbott. Her first letter questions the proposed paving of the area in front of the Caboose, and whether or not it would be a violation of the C-Bay Ordinance. Taya's second letter concerns a potential violation of an ARB approved structure located at 7207 Main Street, and whether this should be investigated by the ARB, and how consequences should be handled. Motion made by Mac Arnold to give Bill Hollaway the job of finding out the facts pertaining to these two issues and reporting back to the Town Council either in August or September. Yays: Arnold, Buckley, Harrington, Hollaway, Nickum. Abstain: Chesley. Motion passed.
  21. Motion made to address vice-mayor issue. Motion made for Bill Hollaway, Rod Williams, and Wayne Nickum to look into options for town elections. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

22. Michelle Stein brought up possibility of looking into gas for Clifton. Motion made for Michelle and Jeff Stein to take survey of residents who might be interested in hooking up to gas. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

23. State of Virginia will contribute up to \$5000 in supplies (such as radar gun) for communities to fight crime. Motion made for Richard King and Michelle Stein to look into grant and develop proposal. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

24. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

August 6, 2002 7:30 P.M.  
CLIFTON TOWN MEETING HALL, 12641 CHAPEL ROAD

CLIFTON TOWN COUNCIL MEETING

AGENDA

1. Treasurers Report  
a. HR 2526 - Reduce Local BPOL Revenue
2. Planning Commission  
a. Applications
3. ARB  
a. Applications
4. BZA *No report*
5. Clifton Area Police Enforcement Statistics
6. Traffic Calming Techniques - Raised Crosswalks - VDOT
7. Labor Day Car Show Request - Letter for Banner/Signs/Use
8. Caboose Plaza Parking Lot Letter
9. Use and Rental of Town Properties - Nickum Item
10. Clifton Lions Club Letter - Tabled from July Meeting
11. Status of Building Inspections - Barn/Caboose - Arnold Item
12. Town Revenue - Alternate Methods of Financing - Arnold
13. Sidewalk from Clifton Heights - Harrington Item
14. Proposed Annexation of County into Town - Arnold ??
15. Recording of Town Meetings - Tape Custody - Arnold
16. Assignment of Town Council Responsibilities - Nickum *table for Sept.*
17. Election of Town Council, Mayor, Vice-Mayor Matrix - Nickum *table for Sept.*
18. Hemlock Overlook Park Management Plan - August 8 >
19. Summer in the Park 2003 - Nickum *table*
20. General Obligation Bond Resolution - GMU *table*

Chesley  
Arnold  
Buckley  
Harrington  
Hollaway  
Nickum  
  
Jarrendt  
Effros  
Barton  
Wallace

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation

or auxiliary aid, please call Jim Chesley at 830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

Posted, Post Office and Store

Minutes  
Clifton Town Council Meeting  
Tuesday, August 6, 2002  
Clifton Town Hall

Present: Mayor Jim Chesley, Mac Arnold (7:50 P.M.), Margo Buckley, Laura Harrington . Bill Hollaway, Wayne Nickum, Town Attorney Rod Williams; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Motion made to approve July 2, 2002, Town Council minutes with the following addition: item #4, add two year term of Town Attorney, Rod Williams; item #21, add the words "to identify alternatives for election of mayor and vice-mayor" after the words "motion made". Passed unanimously: Chesley, Buckley, Harrington, Hollaway, Nickum.

2. Treasurer's report: Marilyn Barton. Motion made to approve. Passed unanimously: Chesley, Buckley, Harrington, Hollaway, Nickum.

3. Motion made to approve bill for cleaning of Community Hall. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

4. Planning Commission: Bill Hollaway

a. Baber use permit. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

5. ARB

- a. Approvals: Baber design, Thompson porch
- b. Chesley fence realignment

6. Conflict resolution: Steve Effros

- a. 110 signatures collected
- b. aim is to organize a meeting of concerned citizens to reach a consensus on ways to achieve better communication among groups in Clifton ; the goal is not to deal with any specific issue, but to establish a discourse among citizens
- c. citizens living within and outside town limits should be included

7. Proposed traffic calming techniques : Doug Hanson, Fairfax County Department of Transportation, presented information on the following:

- a. Main Street and Dell Avenue: discussion of multi-way stop sign
- b. Raised crosswalk
- c. Speed table at Pendleton Avenue/Chapel Road and Dell Avenue/Main Street to slow speeding vehicles
- d. Speeding penalty fines
- e. Motion made to put multi-way stop sign at Main and Dell on hold for the present time, and to look into speed tables on Pendleton Avenue, on Main Street at Booth property, and on Main Street between Chapel Road and School Street; and to consider raised pedestrian crosswalk adjacent to Fire Station on Chapel Road. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

8. Lion's Club request to display banner advertising "Cruisin' Clifton" car show event, scheduled for September 2, 2002. Motion made to grant request . Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

9. Issue concerning the question of whether or not Caboose Plaza parking lot plan is in violation of C-Bay Ordinance will be tabled until September 3, 2002, Town Council meeting.

10. Wayne Nickum brought up the forming of a sub-committee to look into the following: use and rental of town properties, short-term leases between town and renters, and terms of employment for community hall manager. Margo Buckley currently gets 20% of hall rentals and is requesting this be applied to Clifton Day. Marilyn Barton noted that this has not been the case in the past. A committee was formed to address these and other rental issues. This committee will be comprised of Wayne Nickum, Mac Arnold, and Brant Baber.

11. Mayor Chesley requested that the following be entered into the town record: town of Clifton records from the year 1996 are missing from the file cabinet in old town hall building.

12. Clifton Fire Station has requested use of community hall for August 24, 2002. Hourly fee of \$75 will remain in place.

13. Discussion of Lion's Club letter to the town, dated July 1, 2002.

a. Motion made to send a vote of confidence to Lion's Club from the Town Council. Ayes: Chesley, Harrington. Abstain: Arnold, Nickum, Hollaway, Buckley. Motion failed.

b. Motion made by Wayne Nickum to recognize and thank all community organizations by writing a letter to each group. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum. (Mac Arnold will write letter.)

14. Mac Arnold raised question of whether or not caboose meets building codes, and if not, can it be rented? Our BZA and Planning Commission should handle this issue, not county. Liability is at stake, thereby making this an important concern. Committee comprised of Wayne, Mac, and Brant, will handle this. Town resident Richard King added that he wanted a Certificate of Occupancy for each town building used by the public.

15. Discussion as to what we as a town will do in the future to generate a steady stream of income. Motion made to re-convene finance committee to address this issue. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum. Committee comprised of Mac Arnold, Margo Buckley, Brant Baber, Lynne Garvey Hodge, Marilyn Barton, Lev Buller, with Wane Nickum as consultant.

16. Grace Prescott spoke about sidewalk linking Clifton Heights subdivision to town. Easements, right of way have to be looked into, as well as permission of property owners to give up a portion of their land for project. A committee made up of Grace Prescott, Lev Buller and Michelle Stein will look into this project.

17. Discussion of Franca proposal to annex county land into town land. More information is needed to address this issue. No application pending; therefore, no action taken.

18. Motion made to make taped recordings of town council meetings by Mac Arnold. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum. Tapes will be stored in files by Pam Wallace, Town Clerk. Written minutes remain the official record.

19. Hemlock Overlook Park Management Plan issue was discussed. Public meeting will be held on August 8, 2002. Homeowners living in the immediate vicinity want clearly stated goals from GMU as to what is planned for this park. Town resident Rick Dygve asked if the town should take a definite stand on this issue, and if so, what should our position be? Karen Arnold recommended the writing of a town resolution to present at this meeting, stating that since we live within the radius of the park, we are also invested in the same concerns as homeowners living in closer proximity to Hemlock Overlook. Karen will develop wording and send resolution with Laura Harrington to the meeting.

20. Information presented on franchise agreement between town and NOVEC concerning the construction of taller utility poles from Main Street to Dell Avenue that will accommodate all utilities in one place. There will be no cost to the town. An easement will, however, be needed from Tom Peterson on Main Street.

21. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.



Minutes  
Clifton Town Council Meeting  
Tuesday, August 6, 2002  
Clifton Town Hall

Present: Mayor Jim Chesley, Mac Arnold (7:50 P.M.), Margo Buckley, Laura Harrington, Bill Hollaway, Wayne Nickum, Town Attorney Rod Williams; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Motion made to approve July 2, 2002, Town Council minutes with the following addition: item #4, add two year term of Town Attorney, Rod Williams; item #21, add the words "to identify alternatives for election of mayor and vice-mayor" after the words "motion made". Passed unanimously: Chesley, Buckley, Harrington, Hollaway, Nickum.
2. Treasurer's report: Marilyn Barton. Motion made to approve. Passed unanimously: Chesley, Buckley, Harrington, Hollaway, Nickum.
3. Motion made to approve bill for cleaning of Community Hall. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
4. Planning Commission: Bill Hollaway
  - a. Baber use permit. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
5. ARB
  - a. Approvals: Baber design, Thompson porch
  - Chesley fence ~~tabled~~ *Approved* *Re-alignment*
6. Conflict resolution: Steve Effros
  - a. 110 signatures collected
  - b. aim is to organize a meeting of concerned citizens to reach a consensus on ways to achieve better communication among groups in Clifton ; the goal is not to deal with any specific issue, but to establish a discourse among citizens
  - c. citizens living within and outside town limits should be included
7. Proposed traffic calming techniques : Doug Hanson, Fairfax County Department of Transportation, presented information on the following:
  - a. Main Street and Dell Avenue: discussion of multi-way stop sign
  - b. Raised crosswalk *Chapel Rd* *Main Street*
  - c. Speed table at both Pendleton Avenue and Dell Avenue to slow speeding vehicles
  - d. Speeding penalty fines
  - e. Motion made to put multi-way stop sign at Main and Dell on hold for the present time, and to look into speed tables on Pendleton Avenue, on Main Street at Booth property, and on Main Street between Chapel Road and School Street; and to consider raised pedestrian crosswalk adjacent to Fire Station on Chapel Road. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
8. Lion's Club request to display banner advertising "Cruisin' Clifton" car show event, scheduled for September 2, 2002. Motion made to grant request . Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

9. Issue concerning the question of whether or not Caboose Plaza parking lot plan is in violation of C-Bay Ordinance will be tabled until September 3, 2002, Town Council meeting.

10. Wayne Nickum brought up the forming of a sub-committee to look into the following: use and rental of town properties, short-term leases between town and renters, and terms of employment for community hall manager. Margo Buckley currently gets 20% of hall rentals and is requesting this be applied to Clifton Day. Marilyn Barton noted that this has not been the case in the past. ~~Motion made to pay Margo this amount. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.~~ A committee was formed to address these and other rental issues. This committee will be comprised of Wayne Nickum, Mac Arnold, and Brant Baber.

11. Mayor Chesley requested that the following be entered into the town record: town of Clifton records from the year 1996 are missing from the file cabinet in old town hall building.

(12) ~~Clifton Fire Station~~ <sup>Burke's</sup> ~~have~~ <sup>now</sup> requested use of community hall for August 24, 2002. Hourly fee ~~of~~ <sup>OF</sup> \$75 will remain in place.

13. Discussion of Lion's Club letter to the town, dated July 1, 2002.

a. Motion made to send a vote of confidence to Lion's Club from the Town Council. Ayes: Chesley, Harrington. Abstain: Arnold, Nickum, Hollaway, Buckley. Motion failed.

b. Motion made by Wayne Nickum to recognize and thank all community organizations by writing a letter to each group. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum. (Mac Arnold will write letter.)

14. Mac Arnold raised question of whether or not caboose meets building codes, and if not, can it be rented? Our BZA and Planning Commission should handle this issue, not county. Liability is at stake, thereby making this an important concern. Committee comprised of Wayne, Mac, and Brant, will handle this. Town resident Richard King added that he wanted a Certificate of Occupancy for each town building used by the public.

15. Discussion as to what we as a town will do in the future to generate a steady stream of income. Motion made to re-convene finance committee to address this issue. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum. Committee comprised of Mac Arnold, Margo Buckley, Brant Baber, Lynne Garvey Hodge, Marilyn Barton, Lev Buller, with Wane Nickum as consultant.

16. Grace Prescott spoke about sidewalk linking Clifton Heights subdivision to town. Easements, right of way have to be looked into, as well as permission of property owners to give up a portion of their land for project. A committee made up of Grace Prescott, Lev Buller and Michelle Stein will look into this project.

17. Discussion ~~of~~ <sup>OF FRANCHISE</sup> ~~proposal~~ to annex county land into town land. ~~More information is needed to address this issue.~~ <sup>NO APPLICATION PENDING. THEREFORE NO ACTION TAKEN.</sup>

18. Motion made to make taped recordings of town council meetings by Mac Arnold. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum. Tapes will be stored in files by Pam Wallace, Town Clerk. Written minutes remain the official record.

19. Hemlock Overlook Park Management Plan issue was discussed. Public meeting will be held on August 8, 2002. Homeowners living in the immediate vicinity want clearly stated goals from GMU as to what is planned for this park. Town resident Rick Dygve asked if the town should take a definite stand on this issue, and if so, what should our position be? Karen Arnold recommended the writing of a town resolution to present at this meeting, stating that since we live within the radius of the park, we are also invested in the same concerns as homeowners living in closer proximity to Hemlock Overlook. Karen will develop wording and send resolution with Laura Harrington to the meeting.

*Strike this statement*

*few there no policies in past*

*to change to Burke's*

*Since Margo had this*

20. Information presented on franchise agreement between town and NOVEC concerning the construction of taller utility poles from Main Street to Dell Avenue that will accommodate all utilities in one place. There will be no cost to the town. An easement will, however, be needed from Tom Peterson on Main Street.

21. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

Chesley, Buckley, Harrington,  
Holloway, Nickam

Mon 7:50  
P.M.

August 6, 2002

July 4, 2002

Mayor's comment to town -  
re: his hindsight - he had receipt from our  
representative's speech

1. Wayne: Procedures - Town

2. Minutes: approved w/ following corrections ->  
see copy of minutes: items #

3. Treasurer's report

Statement of Cash balances

Unanimous:

~~HR~~ HR > Bill  
2526

types collected  
re business  
activities

B. Pol

Jimmy has info on this bill -  
internet purchases } Big issue

Motion to approve cleaning bill  
(Comm hall)

Planning commission - Bill Holloway

4. Labor use permit  
↓

Motion to approve: unanimous

5. ARB: approvals:

Labor

Chesley fence to be moved  
Thompson porch

6. BZA: no

(2)

7 Citizens' remarks  
Steve Effros :

Conflict resolution is the goal!

Steve Effros  
Ford  
Clifton, WA

re: actions → civil discourse  
more improved

is the aim of  
110 signatures - we are  
concerned & we would like a meeting  
that's not a mediation - but  
a mtg. of concerned citizens to  
reach a consensus on better  
communications between groups in Clifton -  
& how to move forward

Not intended to deal w/ any specific  
issue, but to establish a discourse  
among ourselves -

In-town only? No we are a  
community; we need to include  
individuals like Jim Fullerton who ~~has~~ <sup>has</sup>  
run Clifton Day for 10+ years

proposed  
8 Calming techniques

Doug Hanson - FC Dept of Transportation -  
multi-way

- ⓐ Main St. + Dell Ave: Stop Sign coming
- ⓑ Raised crosswalk (pump to slow traffic)

\* See hand-out for details

Letter has to be put from T.C.  
to be reviewed at Board of Supervisors

(3)

Karen Arnold:

Hump: Puddleton Ave -  
to slow speeding cars

Michelle

Deer Ave Stop Sign - Concern that other  
measures won't be instituted -

Speed table  
✓ 15 mph recommended

↓  
Speed tables, Puddleton  
&  
Deer

Look into both

Motion put on  
old multi-way stop - speed table  
on Puddleton, also on Main St (South's),  
baseline count on Puddleton -  
(~~option~~ item #2 in front  
of fire station, #3, option 2

Jennifer Ashley

plus item # 4 & 5

↓  
unanimous

- passed -

(4)

(9) Lim's Club request (see letter)

motion to approve request - unanimous

(10) Caboose Plaza parking lot -

C-Box violation - letter from  
builder (re: land disturbance) → next  
T.C. mtg → Sept. mtg.

(11) Wayne:

use/rental of town properties -

Sub-Committee should be formed - to look  
into short-term leases between town & renters -  
also terms of Margo's employment; at present  
Margo gets →

20% of all rentals

Should this include Clifton Day? Marilyn  
said this has not been done in past

Let's formalize procedure

+Bmit

Wayne & Mac → will report next T.C. mtg.

Current check - what should we do about  
this? Should we pay - motion to  
give the bitch the check } unanimous

Enter into records: per Jimmy

(12) Missing: 1996 records from file cabinet

(13) August 24: \$75/hour

fireman party } keep w/ file

(5)

(14) ~~Marge: floor cleaning/polishing over \$1000.  
After Clifton Day?~~

(14) Lion's Letter to town (July 1, 2002) -  
copies to T.C. and thank

Wayne: motion to recognize all  
community organizations by writing a letter  
to each group

Motion to send  
Vote of confidence to Lion's  
Motion fails { Ayes - Jimmy, Laura  
Abstain - Mac & Wayne & Marge & Bill

Next  
Motion to send letter to all - community-  
based organizations - list of whom?

Unanimous

\* Mac will write letter

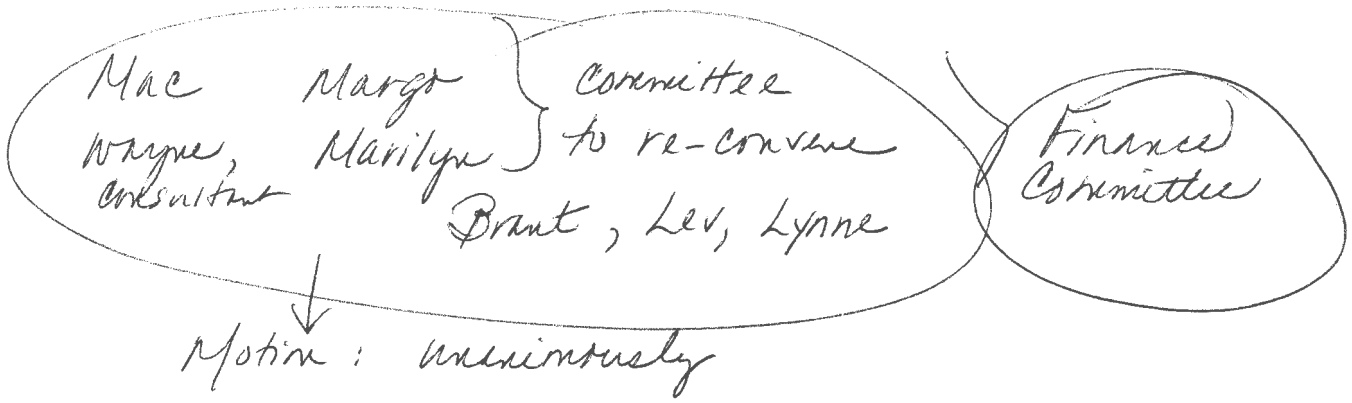
(15) Bldg. Inspection - Mac Arnold's issue  
must meet bldg. code if used by public  
\* Does caboose meet bldg. codes? Local BZA  
& Planning Comm. should handle this, NOT  
County; can it in fact be rented?

\* Important: liability issue

\* Wayne, Brent & Mac's } Richard King: wants CO  
Committee will (cert. of occupancy) for each  
handle this building used by public



16) Town Revenue: what are we going to do to initiate a steady stream of income → let's revisit this & review what options are available - & vote on one & move forward  
← we are "hovering on the brink" →



17) Grace Prescott: Clifton Hts. → sidewalk to town from this sub-division → be Easements, right of way have to be looked at - property owners have to give up their property (land)  
Grace, Michelle, Lev  
↓  
Committee

18) County annexation into town → France proposal - notification to France - formal request received? - more info is needed - only town can annex land - not the state or county -

19) Tape & recording of T.C. meetings - a microphone is needed, along w/ podium ~~operator~~ → for archival purposes - minutes are official

(20)

Motion to record minutes of T.C.

M: to keep little taped -

↓

unanimous - I will keep it, store tapes!

(21)

Hemlock Overlook issue

↓

(8/8)

Public mtg. - 7 P.M.

NVRPA Northern VA  
Park Authority

Chg. in use → Convention Center for GMU

Big problem: TRAFFIC / tour buses

"Hot Force"  
Yates Ford  
+  
Glennham  
residents

Residents want clearly stated goals from group - lots of construction going on -

- inflammatory letter posted around the town -

we need to attend 8/8 mtg. to find out ~~more~~ more -

We can't prevent tour buses - these are public roads & we cannot prevent them

Rick Dygre

Should town take a definite stand on this issue - if so, what should our stand be?

Karen Arnold

Resolution

where as we live w/in  
have ready for  
Laura to take to mtg. on Thursday -

— radius of Park ...

Lyne:

Invite someone to come into

Copies of  
↓ Put on  
Sept. agenda

Information:

(22) Franchise agreement from  
NOVEE - 40 yr.

From Main to Dell

Taller poles construction -  
to accommodate all  
the utilities - in one  
place

NO cost  
to town -  
agreement from  
the Petersons  
will be needed

(23) Gillian property

Table  
Table  
Wayne

Police officer

<b>TOWN OF CLIFTON ELECTIONS (OPTIONS)</b>		
<b>CURRENT</b>		
<b>MAYOR</b>	<b>FIVE COUNCILMAN</b>	
DIRECT VOTER ELECTION	DIRECT VOTER ELECTION	
<b>OPTIONS</b>		
<b>MAYOR</b>	<b>VICE-MAYOR</b>	<b>FOUR COUNCILMAN</b>
DIRECT VOTER ELECTION	DIRECT VOTER ELECTION	DIRECT VOTER ELECTION
<b>MAYOR</b>	<b>VICE-MAYOR</b>	<b>FIVE COUNCILMAN</b>
DIRECT VOTER ELECTION	ELECTED BY SIX COUNCILMEMBERS	DIRECT VOTER ELECTION
<b>MAYOR</b>	<b>VICE-MAYOR</b>	<b>SIX COUNCILMAN</b>
ELECTED BY SIX COUNCILMAN	ELECTED BY SIX COUNCILMAN	DIRECT VOTER ELECTION
<b>MAYOR</b>	<b>VICE-MAYOR</b>	<b>SIX COUNCILMAN</b>
HIGHEST NUMBER OF VOTES	SECOND HIGHEST NUMBER OF VOTES	DIRECT VOTER ELECTION
FOR SIX COUNCLMAN POSITIONS	FOR SIX COUNCLMAN POSITIONS	
IS ELECTED MAYOR	IS ELECTED VICE-MAYOR	
<b>MAYOR</b>	<b>VICE-MAYOR</b>	<b>FIVE COUNCILMAN</b>
DIRECT VOTER ELECTION	HIGHEST NUMBER OF VOTES	DIRECT VOTER ELECTION
	FOR FIVE COUNCLMAN POSITIONS	
	IS ELECTED VICE-MAYOR	
ANY TIES WILL BE RESOLVED IN ACCORDANCE WITH STATE ELECTION LAWS.		

TOWN OF CLIFTON, VIRGINIA

TREASURER'S REPORT

6-Aug-02

STATEMENT OF CASH BALANCES

Regular Checking Account:	\$300
Money Market Savings Account:	\$49,498
Planning Commission Escrow: Overson	<u>\$5,606</u>
 TOTAL CASH BALANCE:	 <u><u>\$55,403</u></u>

Treasurer's Report prepared by:

Marilyn Barton  
Treasurer

TOWN OF CLIFTON, VIRGINIA

TREASURER'S REPORT

6-Aug-02

STATEMENT OF CASH BALANCES

Regular Checking Account:	\$300
Money Market Savings Account:	\$49,498
Planning Commission Escrow: Overson	<u>\$5,606</u>
 TOTAL CASH BALANCE:	 <u><u>\$55,403</u></u>

Treasurer's Report prepared by:

Marilyn Barton  
Treasurer

**ARTICLE 3**

**PROCEDURE AT COUNCIL MEETINGS**

**Sec. 2-11.COUNCIL MEETINGS; TIME AND PLACE; SPECIAL MEETINGS.**

- a. The Council shall hold its regular meetings at some convenient place in the Town at 7:30 p.m., on the first Tuesday of each month, unless the Council shall for any month prescribe a different time or place. At the discretion of the mayor, the regularly scheduled meeting of the Town Council may be rescheduled or cancelled for lack of a quorum.
- b. Special meetings and executive meetings may be called by the Mayor or Acting Mayor at such times and places as he may deem proper. On written request signed by three (3) or more Councilmen, special meetings shall be called.

**Sec. 2-12.OPEN COUNCIL MEETINGS.**

- ✓ Every meeting of the Council shall be open, except as noted in section 2-13, to all Town residents, property owners and members of the general public to express their views on any matter before the Council when called upon by the Mayor or any other member of the Council to do so, after the Council members have expressed their views.

**Sec. 2-13.EXECUTIVE MEETING LIMITATIONS.**

- a. Closed meetings of the Council may be held only for the applicable purposes set forth in section 2.1-344.A. of the Code of Virginia (1950, as amended).
- b. Closed meeting shall not be open to the public.

**Sec. 2-14.PROPOSED RESOLUTIONS AND ORDINANCES; COPIES; TIME LIMIT.**

- ✓ a. A Council member, including the Mayor, introducing a proposed resolution or ordinance, must make a copy available to the Mayor and to each of the other members of the Council at least fifteen (15) days before the Council meeting at which it shall be introduced.
- ✓ b. This section may be waived only by a unanimous vote of all members of the Council present at such meeting that an emergency exists.

**Sec. 2-15.SUBMISSION OF MATTERS TO COUNCIL.**

- ✓ a. If any resident or property owner wishes a decision on some matter from the Council at the next scheduled meeting of the Council, the question should be submitted to the Clerk in writing at least fifteen (15) days before the meeting, so as to give the Council members the opportunity to collect relevant facts, check pertinent law, and give the matter careful consideration before the meeting.
- b. Any question or proposal may be presented by any resident or property owner at any regularly scheduled Council meeting, if the resident or property owner is willing to postpone the decision until the next meeting of the Council while the Council members collect relevant facts, check pertinent law, and give the matter careful consideration.

**Sec. 2-16.ORDER OF BUSINESS.**

- a. At each regular meeting the order of business shall be as follows:
  - 1. Reading of minutes of last regular meeting and any subsequent special meetings.
  - 2. Report of the Treasurer.
  - 3. Reading of communications.
  - 4. Citizens' remarks.



- A. Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council.
  - B. Each person wishing to address the Council shall, when recognized by the Mayor:
    - i. Give his name and address
    - ii. Direct his remarks to the Council and not to other citizens present
    - iii. Be limited to one period of not over five (5) minutes, unless granted additional time by unanimous consent of the Council.
  - C. Priority shall be given to persons who have signified to the Clerk their desire to address the Council.
  - D. The Mayor shall enforce this Subsection.
5. Unfinished business
  6. Reports of special committees
  7. Reports of standing committees, in the order as may be determined by the Mayor
  8. New business
  9. Adjournment

**Sec. 2-17.DUTIES OF THE MAYOR AT MEETINGS.**

- a. The Mayor shall act as chairperson of the Council.
- b. In addition to the appointment of any committee with consent of the Town Council and the reference of communications to them, the Mayor may in his discretion assign to any committee for investigation and report matters which come within the proper functions of that committee.

**Sec. 2-18.DUTIES OF THE CLERK AT MEETINGS.**

- a. At each meeting, the Clerk shall submit to the Mayor a statement of all matters pending and not disposed of by the Council at its last preceding meeting, which matters shall be considered as "unfinished business".
- b. He shall submit a list of all special committees with the date of appointment and the subjects referred thereto, and a list of all matters specifically referred to each of the standing committees and not yet reported on.
- c. He shall transmit to the chairman of each committee all papers (or copies thereof) relating to matters referred to that committee by the Mayor.
- d. He shall submit to the Mayor a list of all persons who have expressed a desire to address the Council, together with all subjects to be discussed by them.

**Sec. 2-19.MOTIONS.**

All motions shall be made and seconded before being subject to debate. The Mayor may make or second a motion of any nature, the same as if he were a member of the Council.

**Sec. 2-20.COMMUNICATIONS TO COUNCIL.**

**Sec. 2-3. POWERS AND DUTIES OF MAYOR.**

- a. The Mayor shall see that the ordinances of the Town are faithfully executed and shall be the chief executive officer and the head of the administrative branch of the Town government. The Mayor shall be responsible for the administration of the Town's affairs to the Council and to the voters of the Town.
- b. The Mayor shall prepare or cause to be prepared annually, on the first Monday in July, a report to the Council in the name of the government of the Town. This report shall deal with the financial condition of the Town, and with the accomplishments of the Town and its various departments and agencies. In the report the Mayor shall make whatever recommendations he deems proper for the public good and welfare of the Town. The report shall be published and printed for distribution as may be deemed advisable by the Council.
- c. The Mayor shall have complete supervision over the financial administration of the Town government. He shall prepare or have prepared annually a budget and submit it to the Council. He shall supervise the disbursement of all moneys and have control over all expenditures to assure that budget appropriations are not exceeded.
- d. The Mayor shall have such other powers and perform such other duties as may be provided by the Charter or as may be required of him by the Council, not inconsistent with the Charter or State law.

**Sec. 2-4. POWERS AND DUTIES OF COUNCIL.**

- a. In addition to any other powers authorized by State law and the Town Charter, the Council may:
  - 1. Make ordinances and prescribe fines or other punishment for violation thereof.
  - 2. Appoint a collector of its taxes and levies, and such other officers, as they may deem proper, define their powers, prescribe their duties and compensation.
  - 3. Lay off streets, walks or alleys, alter, improve and light the same and have them kept in good order.
  - 4. Provide off-street automobile parking facilities and open the same to the public, with or without charge.
  - 5. Lay off public grounds and provide all buildings proper for the Town.
  - 6. Prescribe the time for holding markets and regulate the markets.
  - 7. Prevent injury or annoyance from anything dangerous, offensive or unhealthy and cause any nuisance to be abated.
  - 8. Regulate the keeping of gunpowder or other combustibles and provide magazines for the same.

**Sec. 2-5. DESIGNATION OF RESPONSIBILITY FOR SERVICES.**

- a. The Council shall designate which of its members shall be responsible for proper performance in the Town of each of the following functions:
  - 1. Police and fire protection.
  - 2. Streets and roads.
  - 3. Street lights.
  - 4. Health and welfare.
  - 5. Sanitation and sewerage.
  - 6. Zoning and restoration.
  - 7. County Liaison.
  - 8. Provide places for the interment of the dead in or near the Town.
  - 9. Make regulations concerning the building of houses in the Town.

10. Establish and maintain parks, playgrounds and boulevards.
11. Acquire and preserve things of historical interest.

**Sec. 2-6. POWERS AND DUTIES OF CLERK.**

- a. The Clerk shall:
  1. Serve as clerk of the Council and perform such other duties of a like nature as shall be required by that body.
  2. Be responsible for the recording, filing, indexing and safekeeping of all proceedings of the Council.
  3. Record in full, uniformly and permanently, all ordinances and shall authenticate the same.
  4. Publish all adopted ordinances and resolutions of the Council, and all legal notices required by law or ordinance.
  5. Prepare, attest and report on the vital statistics of the Town.
  6. Be the custodian of the official seal of the Town.

**Sec. 2-7. CLERK; VACANCY.**

- a. In case of vacancy in the office of Clerk for any cause, the Council shall fill the office. Any person so appointed shall serve in an interim capacity until duly qualified. Such person shall take the oath and have all powers and perform all the duties of such office.
- b. In case of absence or temporary incapacity in the office of Clerk, the Council shall fill the office for such period of temporary absence.

**Sec. 2-8. SUCCESSOR IN OFFICE OF CLERK.**

All books, documents and papers, accounts, credits and deposits belonging to the Clerk's office, or in the custody of the Clerk, shall immediately be delivered up and transferred by him to his successor in office.

**Sec. 2-9. TOWN SERGEANT. \***

In addition to any other power conferred by State law, the Town Sergeant if appointed shall see that all Town ordinances are enforced.

**Sec. 2-10. PAYMENTS BY TOWN TREASURER; LIMITS; EXCEPTIONS; TOWN TREASURER.**

- a. Apart from items specifically appropriated for in the Budget adopted for the fiscal year, no payments shall be made from the Town Treasury except in liquidation of charges for services or supplies specifically contracted for, including the amount of expenditure, by resolution of a majority of the members of the Council present in advance of the rendering of the services or the furnishing of the supplies. For an amount in excess of \$500, an approval by two-thirds of the Council is required.
- b. The Treasurer shall be the custodian of all Town funds and shall disburse the funds only upon direction by the Council or in any other manner according to law.

---

\*State law reference: As to Sergeants generally, see Code of Va., 1950, Sec. 15.2-1700 et. seq.



August 6, 2002 7:30 P.M.  
CLIFTON TOWN MEETING HALL, 12641 CHAPEL ROAD

CLIFTON TOWN COUNCIL MEETING

AGENDA

1. Treasurers Report  
a. HR 2526 - Reduce Local BPOL Revenue
2. Planning Commission  
a. Applications
3. ARB  
a. Applications
4. BZA
5. Clifton Area Police Enforcement Statistics
6. Traffic Calming Techniques - Raised Crosswalks - VDOT
7. Labor Day Car Show Request - Letter for Banner/Signs/Use
8. Caboose Plaza Parking Lot Letter
9. Use and Rental of Town Properties - Nickum Item
10. Clifton Lions Club Letter - Tabled from July Meeting
11. Status of Building Inspections - Barn/Caboose - Arnold Item
12. Town Revenue - Alternate Methods of Financing - Arnold
13. Sidewalk from Clifton Heights - Harrington Item
14. Proposed Annexation of County into Town - Arnold
15. Recording of Town Meetings - Tape Custody - Arnold
16. Assignment of Town Council Responsibilities - Nickum
17. Election of Town Council, Mayor, Vice-Mayor Matrix - Nickum
18. Hemlock Overlook Park Management Plan - August 8
19. Summer in the Park 2003 - Nickum
20. General Obligation Bond Resolution - GMU

Chesley  
Arnold  
Buckley  
Harrington  
Hollaway  
Nickum  
  
Jarrendt  
Effros  
Barton  
Wallace

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation

or auxiliary aid, please call Jim Chesley at 830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

Posted, Post Office and Store

Margo,

This reply is in response to your note that you indicated was copied to the Town Council and the Washington Post.

Thank you Margo for providing a copy of your billing summaries for the year 2000 which clarify that you were paid the 20% Community Hall management fee on the Clifton Day Revenues that the Town received during the year 2000 for Clifton Days 1999 and 2000. When I explained to you that I checked my documentation for the last two years and found no management fee paid on Clifton Day Revenues, I was referring to FY01 and FY02. The year 2000 accounting files are stored in the Old Town Hall.

As I explained to you last week, the check has been prepared as you requested for payment of a management fee on the 2001 Clifton Day revenue of \$850 which was received by the Town a couple weeks ago. It has been requested that this check be held until authorized by the Town Council at the August 6th meeting.

In support of your request, it has been requested that you please provide a written summary that clarifies your role in managing the Community Hall for Clifton Day. As you are aware, in the year 2000 there was a change in procedure concerning the inclusion of Clifton Day Revenue and Community Hall Annual Donations for use of the C.H. by Clifton's local community groups. Prior to that time, these special revenues were not considered as part of the management fee base. This is the reason that clarification of the Town's policy and the responsibilities of the C.H. Manager concerning the Clifton Day revenue has been requested and will be helpful to the Town Council.

It is my understanding that a review of the Town's Policy on the management of its owned properties was already on the agenda for the August meeting. Clarification on the above information was requested as part of this review. As you know from prior Town Council meetings, the Council is taking a more active role in authorizing and overseeing disbursement of the Town funds. It is my understanding that this request for clarification is in accordance with the Town Council's directive.

If I can be of assistance in any way, I will be happy to do so.

Sincerely,

*Marilyn*

Marilyn Barton, Treasurer

--- Marilyn Barton

--- [pawnsnfins@earthlink.net](mailto:pawnsnfins@earthlink.net)

--- EarthLink: It's your Internet.

7/21/2002



# CLIFTON LIONS CLUB, Inc.

P. O. Box 41

Clifton, Virginia 20124



**We Serve**

29 JULY 2002

Clifton Town Council  
Clifton, Virginia 20124

Dear Council Members,

The Clifton Lions Club is sponsoring the 3<sup>rd</sup> Annual Custom Cruiser's Car Show in the town of Clifton on Monday, September 2, 2002. The car show event will kick-off our 2002-2003 Lion's Year of "Building A Better Tomorrow". Just in its third year, the Customs Cruisers Show has quickly grown to be one of the Clifton Lions top charitable fundraisers.

Main Street and the Clifton Caboose parking lot adjacent to the Heart & Hand Restaurant are the show car display areas. As a means to advertise, the Clifton Lions Club asks permission to display banners above Main Street at least 3 days prior to the event, and the club will remove the banners no later than 3 days after the event.

Your support with for our charitable fund-raising event is acknowledged and greatly appreciated.

Sincerely,

Carl Allen  
President, Clifton Lions Club

*8-3:30 P.M.*  
*All parking lots have been reserved by Lion's Club -*

Home Phone:  
703-440-8341



FAIRFAX COUNTY DEPARTMENT OF TRANSPORTATION  
RESIDENTIAL TRAFFIC ADMINISTRATION PROGRAM (R-TAP)

PROPOSED TRAFFIC-CALMING MEASURES  
TOWN OF CLIFTON, VIRGINIA

August 6, 2002

1. Multi-way stop at Main Street/Dell Avenue (already installed). -

*Calming down -*

2. Raised pedestrian crosswalk at current location of painted crosswalk on Chapel Road, adjacent to fire station.

*22' length*

*Clifton  
Main Street*

③ (Option 1): Raised pedestrian crosswalk on Main Street approximately 10 - 15 feet south of Chapel Road, and the eradication of the painted crosswalk in the north quadrant of intersection

(Option 2): Speed table located on Main Street midway between Chapel Road and School Street. Existing painted crosswalks at both intersections crossing Main Street to remain.

*Parking  
space  
will be  
lost in  
the  
process*

④ 4. \$200 Fine for Speeding penalty on Newman Road between Clifton Road and Fairfax Station Road.

⑤ 5. \$200 Fine for Speeding penalty on Henderson Road between Clifton Road and Old Yates Ford Road.

Notes:

Plan developed in conjunction with the Virginia Department of Transportation and to be installed by VDOT

- Speed table/raised crosswalk profile: asphalt construction, 22 feet in length (beginning to end), rising to a 3" center at the crown, striped with either standard speed hump marking or pedestrian crosswalk marking

*Judge  
determines  
this fine -  
to enforce need  
by writing tickets  
Issue of park-*





# Regional Park Progress...

NORTHERN VIRGINIA REGIONAL PARK AUTHORITY

5400 Ox Road, Fairfax Station, Virginia, 22039-1022 Telephone: (703) 352-5900

**PLEASE HELP US DISTRIBUTE THIS INFORMATION TO FRIENDS, NEIGHBORS AND GROUPS**  
**THIS PLAN IS NOT FINAL.**  
**PLEASE COMMENT!**

## **PUBLIC MEETING:** **HEMLOCK OVERLOOK REGIONAL PARK**

The Northern Virginia Regional Park Authority invites you to attend a Public Meeting, Thursday, August 8, 2002, at 7 p.m., at the NVRPA Walter L. Mess Building, 5400 Ox Road, Fairfax Station, Virginia. The draft *Hemlock Overlook Regional Park General Management Plan (GMP)* will be presented.

The Regional Park Authority is holding the second public meeting regarding general management planning for the park, to present this information to the public and to obtain comments. We invite you to attend and participate. Citizen comments will help shape plans for the future of this park. To register to speak at the meeting or for further information, please call Carol Ann Cohen, Public Information Officer, at 703-359-4603, or TDD 703-352-3165.

Draft copies of the *General Management Plan (GMP)* are available for review at the following locations: on the NVRPA website: [www.nvrpa.org/hemlockoverlook/index.html](http://www.nvrpa.org/hemlockoverlook/index.html); at the agency's headquarters location, The Walter L. Mess Building, 5400 Ox Road, Fairfax Station, Virginia; and at the Centreville Regional Library, 14200 Saint Germaine Drive, Centreville, Virginia. A written copy of this document may be obtained upon request by calling: 703-359-4626. Written comments regarding the information presented will be accepted through September 6, 2002, and should be addressed to: NVRPA Plan Comment, 5400 Ox Road, Fairfax Station, VA, 22039. Comments will be accepted via e-mail at [Plandev@nvrpa.org](mailto:Plandev@nvrpa.org) or may be faxed to 703-273-0905, attention: Planning & Development.

We appreciate your interest and your support of Northern Virginia's Regional Parks!

Minutes  
Clifton Town Council Meeting  
Tuesday, September 3, 2002  
Clifton Town Hall

*Corrections -*

Present: Mayor Jim Chesley, Mac Arnold, Margo Buckley, Laura Harrington, Bill Hollaway, Wayne Nickum, Town Attorney Rod Williams; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Motion made to approve August 6, 2002, Town Council minutes with the following corrections: Item #10, strike statement "Marilyn Barton noted that this has not been the case in the past." Item #12, delete "Clifton Fire Station" and replace with "Burke Firemen." Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

2. Treasurer's report: Marilyn Barton. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

3. Motion made to issue floor cleaner for the Community Hall a payment of \$1500, to be paid in two increments: \$500 immediately, and \$1000 when job is completed in October. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

4. Planning Commission: Bill Hollaway

a. June letter from the Clarks, 7169 Clifton Road. Excavation completed, and property sold to Clarks by RJL Associates. Pending use permit should be cancelled. Bill will check to see if any use fees need to be returned.

b. Question of B-pole applied to contractors getting over \$25,000. Marilyn Barton will look into the ordinance and Mac Arnold will investigate further.

c. Pump and haul system: letter to Sam Shaikh needs to be written in order to move forward. See Jimmy's letter that Bill drafted which addressed the redesign of the tanks. The current sewer policy will continue. Question of whether we should add two more potential buildings: the CBA barn and church expansion building. Motion made to insert these buildings in the letter. Ayes: Buckley, Nickum. Nays: Chesley, Arnold, Harrington, Hollaway. Motion fails. Second motion made to send letter as written with addition of the words "as resolution of the right . . ." Ayes: Chesley, Arnold, Harrington, Hollaway. Nays: Buckley, Nickum. Motion passes.

5. Clifton Area Police Enforcement discussed. \$67,000 has been allotted, giving 30 hours weekly of officer coverage to Clifton. In July and August of 2002, over 31 days, 149 tickets were issued, 131 warnings given, and 10 accidents reported.

*List of enforcement stats & scheduling were requested.*  
*pete*

6. BZA: Steve Effros. More members are needed, with one application presently pending.

7. Steve Effros reminded audience of Citizens' Meeting, scheduled for Sunday, September 29, 2002, at 7:30 in the Community Hall. Letters will be sent to members of the community.

8. NOVEC plan to erect tall poles on Main and Chapel Streets that will be higher than present poles and would be more visually appealing to the town streetscape. (This will involve the signing of a 40-year franchise with NOVEC.) More discussion will be held at next month's meeting.

9. Report on use/rental of town properties: Mac Arnold

a. Six properties identified: Caboose, Community Hall, Old Town Hall, Ayre Square, Buckley Park, Gazebo Park

b. Town events include Cruising Clifton, Clifton Day, CCWC SpringHomes Tour, Motorcycle

Race, Christmas Homes Tour, Pancake Breakfast, July 4th Parade and Picnic, Haunted Trail, Caboose Run

c. Issues include music, noise, time, days, number of people attending, parking, alcohol policy (ABC license required), use of table and chairs, rates for each location, deposits required

d. Recommendation that a brochure be written to identify all of the above

e. Issue of security and keys; routine change of locks recommended

f. Next meeting scheduled for 9/15/02

10. Inspection of town properties was discussed. Old Town Hall can continue to be used as an office. Gazebo needs final inspection. Motion made to finalize inspections. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

11. Sources of town revenue was discussed. Mac's committee is reviewing previous survey and considering options. Other ideas include Bingo, revenue bonds, and rental of Old Town Hall. It was recommended that new survey be written and sent out to town residents. Motion made to develop wording for new survey. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

12. Review of Cruising Clifton event. Some residents mentioned the speakers and music as too loud. Also new table were taken from Community Hall, and were not to be used.

13. Old Town Hall records <sup>furniture</sup> must be removed by January 1, 2003. It was suggested that books from Children's Library be removed and donated. Motion made to clear our records and give books away. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

14. Haunted Trail event: Margo Buckley. Margo needs to hire actors and actresses. Motion made to issue Margo \$1000 to get started on event. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

15. Grant money has been received for traffic calming devices and radar gun. Motion made to authorize the spending of \$4400 for this purpose. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

16. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollway, Nickum.

Minutes  
Clifton Town Council Meeting  
Tuesday, September 3, 2002  
Clifton Town Hall

*Corrections*

Present: Mayor Jim Chesley, Mac Arnold, Margo Buckley, Laura Harrington, Bill Hollaway, Wayne Nickum, Town Attorney Rod Williams; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Motion made to approve August 6, 2002, Town Council minutes with the following corrections: Item #10, strike statement "Marilyn Barton noted that this has not been the case in the past." Item #12, delete "Clifton Fire Station" and replace with "Burke Firemen." Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

2. Treasurer's report: Marilyn Barton. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

3. Motion made to issue floor cleaner for the Community Hall a payment of \$1500, to be paid in two increments: \$500 immediately, and \$1000 when job is completed in October. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

4. Planning Commission: Bill Hollaway

a. June letter from the Clarks, 7169 Clifton Road. Excavation completed, and property sold to Clarks by RJL Associates. Pending use permit should be cancelled. Bill will check to see if any use fees need to be returned.

b. Question of B-pole applied to contractors getting over \$25,000. Marilyn Barton will look into the ordinance and Mac Arnold will investigate further.

c. Pump and haul system: letter to Sam Shaikh needs to be written in order to move forward. See Jimmy's letter that Bill drafted which addressed the redesign of the tanks. The current sewer policy will continue. Question of whether we should add two more potential buildings: the CBA barn and church expansion building. Motion made to insert these buildings in the letter. Ayes: Buckley, Nickum. Nays: Chesley, Arnold, Harrington, Hollaway. Motion fails. Second motion made to send letter as written with addition of the words "as resolution of the right . . ." Ayes: Chesley, Arnold, Harrington, Hollaway. Nays: Buckley, Nickum. Motion passes.

5. Clifton Area Police Enforcement discussed. \$67,000 has been allotted, giving 30 hours weekly of officer coverage to Clifton. In July and August of 2002, over 31 days, 149 tickets were issued, 131 warnings given, and 10 accidents reported.

6. BZA: Steve Effros. More members are needed, with one application presently pending.

7. Steve Effros reminded audience of Citizens' Meeting, scheduled for Sunday, September 29, 2002, at 7:30 in the Community Hall. Letters will be sent to members of the community.

8. NOVEC plan to erect tall poles on Main and Chapel Streets that will be higher than present poles and would be more visually appealing to the town streetscape. (This will involve the signing of a 40-year franchise with NOVEC.) More discussion will be held at next month's meeting.

9. Report on use/rental of town properties: Mac Arnold

a. Six properties identified: Caboose, Community Hall, Old Town Hall, Ayre Square, Buckley Park, Gazebo Park

b. Town events include Cruising Clifton, Clifton Day, CCWC Spring mmHomes Tour,

Race, Christmas Homes Tour, Pancake Breakfast, July 4th Parade and Picnic, Haunted Trail, Caboose Run

c. Issues include music, noise, time, days, number of people attending, parking, alcohol policy (ABC license required), use of table and chairs, rates for each location, deposits required

d. Recommendation that a brochure be written to identify all of the above

e. Issue of security and keys; routine change of locks recommended

f. Next meeting scheduled for 9/15/02

10. Inspection of town properties was discussed. Old Town Hall can continue to be used as an office. Gazebo needs final inspection. Motion made to finalize inspections. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

11. Sources of town revenue was discussed. Mac's committee is reviewing previous survey and considering options. Other ideas include Bingo, revenue bonds, and rental of Old Town Hall. It was recommended that new survey be written and sent out to town residents. Motion made to develop wording for new survey. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

12. Review of Cruising Clifton event. Some residents mentioned the speakers and music as too loud. Also new table were taken from Community Hall, and were not to be used.

13. Old Town Hall records must be removed by January 1, 2003. It was suggested that books from Children's Library be removed and donated. Motion made to clear our records and give books away. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

14. Haunted Trail event: Margo Buckley. Margo needs to hire actors and actresses. Motion made to issue Margo \$1000 to get started on event. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

15. Grant money has been received for traffic calming devices and radar gun. Motion made to authorize the spending of \$4400 for this purpose. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

16. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

b. Town events include Cruising Clifton, Clifton Day, CCWC Spring Homes Tour, Motorcycle Race, Christmas Homes Tour, Pancake Breakfast, July 4th Parade and Picnic, Haunted Trail, Caboose Run

c. Issues include music, noise, time, days, number of people attending, parking, alcohol policy (ABC license required), use of table and chairs, rates for each location, deposits required

d. Recommendation that a brochure be written to identify all of the above

e. Issue of security and keys; routine change of locks recommended

f. Next meeting scheduled for 9/15/02

10. Inspection of town properties was discussed. Old Town Hall can continue to be used as an office. Gazebo needs final inspection. Motion made to finalize inspections. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

11. Sources of town revenue was discussed. Mac's committee is reviewing previous survey and considering options. Other ideas include Bingo, revenue bonds, and rental of Old Town Hall. It was recommended that new survey be written and sent out to town residents. Motion made to develop wording for new survey. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

12. Review of Cruising Clifton event. Some residents mentioned the speakers and music as too loud. Also new table were taken from Community Hall, and were not to be used.

13. Old Town Hall records and furniture must be removed by January 1, 2003. It was suggested that books from Children's Library be removed and donated. Motion made to clear our records and give books away. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

14. Haunted Trail event: Margo Buckley. Margo needs to hire actors and actresses. Motion made to issue Margo \$1000 to get started on event. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

15. Grant money has been received for traffic calming devices and radar gun. Motion made to authorize the spending of \$4400 for this purpose. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

16. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

Minutes  
Clifton Town Council Meeting  
Tuesday, September 3, 2002  
Clifton Town Hall

Present: Mayor Jim Chesley, Mac Arnold, Margo Buckley, Laura Harrington, Bill Hollaway, Wayne Nickum, Town Attorney Rod Williams; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Motion made to approve August 6, 2002, Town Council minutes with the following corrections: Item #10, strike statement "Marilyn Barton noted that this has not been the case in the past." Item #12, delete "Clifton Fire Station" and replace with "Burke Firemen." Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

2. Treasurer's report: Marilyn Barton. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

3. Motion made to issue floor cleaner for the Community Hall a payment of \$1500, to be paid in two increments: \$500 immediately, and \$1000 when job is completed in October. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

4. Planning Commission: Bill Hollaway

a. June letter from the Clarks, 7169 Clifton Road. Excavation completed, and property sold to Clarks by RJL Associates. Pending use permit should be cancelled. Bill will check to see if any use fees need to be returned.

b. Question of B-pole applied to contractors getting over \$25,000. Marilyn Barton will look into the ordinance and Mac Arnold will investigate further.

c. Pump and haul system: letter to Sam Shaikh needs to be written in order to move forward. See Jimmy's letter that Bill drafted which addressed the redesign of the tanks. The current sewer policy will continue. Question of whether we should add two more potential buildings: the CBA barn and church expansion building. Motion made to insert these buildings in the letter. Ayes: Buckley, Nickum. Nays: Chesley, Arnold, Harrington, Hollaway. Motion fails. Second motion made to send letter as written with addition of the words "as resolution of the right . . ." Ayes: Chesley, Arnold, Harrington, Hollaway. Nays: Buckley, Nickum. Motion passes.

5. Clifton Area Police Enforcement discussed. \$67,000 has been allotted, giving 30 hours weekly of officer coverage to Clifton. In July and August of 2002, over 31 days, 149 tickets were issued, 131 warnings given, and 10 accidents reported.

6. BZA: Steve Effros. More members are needed, with one application presently pending.

7. Steve Effros reminded audience of Citizens' Meeting, scheduled for Sunday, September 29, 2002, at 7:30 in the Community Hall. Letters will be sent to members of the community.

8. NOVEC plan to erect tall poles on Main and Chapel Streets that will be higher than present poles and would be more visually appealing to the town streetscape. (This will involve the signing of a 40-year franchise with NOVEC.) More discussion will be held at next month's meeting.

9. Report on use/rental of town properties: Mac Arnold

a. Six properties identified: Caboose, Community Hall, Old Town Hall, Ayre Square, Buckley Park, Gazebo Park

b. Town events include Cruising Clifton, Clifton Day, CCWC SpringHomes Tour, Motorcycle

Race, Christmas Homes Tour, Pancake Breakfast, July 4th Parade and Picnic, Haunted Trail, Caboose Run

c. Issues include music, noise, time, days, number of people attending, parking, alcohol policy (ABC license required), use of table and chairs, rates for each location, deposits required

d. Recommendation that a brochure be written to identify all of the above

e. Issue of security and keys; routine change of locks recommended

f. Next meeting scheduled for 9/15/02

10. Inspection of town properties was discussed. Old Town Hall can continue to be used as an office. Gazebo needs final inspection. Motion made to finalize inspections. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

11. Sources of town revenue was discussed. Mac's committee is reviewing previous survey and considering options. Other ideas include Bingo, revenue bonds, and rental of Old Town Hall. It was recommended that new survey be written and sent out to town residents. Motion made to develop wording for new survey. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

12. Review of Cruising Clifton event. Some residents mentioned the speakers and music as too loud. Also new table were taken from Community Hall, and were not to be used.

13. Old Town Hall records must be removed by January 1, 2003. It was suggested that books from Children's Library be removed and donated. Motion made to clear our records and give books away. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

14. Haunted Trail event: Margo Buckley. Margo needs to hire actors and actresses. Motion made to issue Margo \$1000 to get started on event. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

15. Grant money has been received for traffic calming devices and radar gun. Motion made to authorize the spending of \$4400 for this purpose. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

16. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollway, Nickum.



*Open  
File  
Copy*

**Post Office**

September 3, 2002, 7:30 P.M.  
CLIFTON TOWN MEETING HALL, 12641 CHAPEL ROAD

**CLIFTON TOWN COUNCIL MEETING**

**AGENDA**

- ✓ 1. Treasurer's Report
- ✓ 2. Planning Commission  
a. applications
- ✓ 3. ARB *No report*  
a. applications
- ✓ 4. BZA
- ✓ 5. Clifton Area Police Enforcement
- ✓ 6. NOVEC Pole/Line Realignment Discussion
- ✓ 7. Caboose Plaza Parking Lot Plan
- ✓ 8. Use and Rental of Town Properties *Mae Arnold + Committee*
- ✓ 9. Town Revenue: Alternate Methods of Financing *Mae Arnold + Committee*
- 10. Assignment of Town Council Responsibilities *next month*
- 11. Election of Town Council, Mayor, Vice-Mayor Matrix *next month*
- 12. Hemlock Overlook Management Plan - August 8 Meeting *Summer (2003) in park*

Chesley  
Arnold  
Buckley  
Harrington  
Hollaway  
Nickum  
Jarrendt  
Effros  
Barton  
Wallace  
Williams

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 703-830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

*Check for Joe (Marger)*

Posted: Post Office and Clifton General Store

Sept 3, 2002

① Minutes from Aug. 6, 2002  
Correction  
# 10 and # 12  
[Unanimous]

② Treasurer's Report [Unanimous]  
approve

③ Joe — Electric floor man: \$1500.<sup>00</sup> Check needed  
Comm. bill > advance payment requested  
by Margo for Joe —  
Issue 2 checks \$500 held  
1000 — upon completion  
of series in October

[Unanimous]

④ Planning Commission

① letter from June 3rd  
7169 Clifton Road

\* Use permits  
expire w/in  
2 years

Excavation done —

property sold to Clark in June  
from RFL — (check parking use  
permit)

Use permit issued —

W/draw

\* Look into  
my files —

\* Check  
on  
this:

Any use fees to be returned?  
[Use permit fee]

SiH  
escrow??

⑥ question of B-pole applied to contractors getting over \$25,000 → Marilyn Barton - look into ordinance - Mac will investigate, do research

⑦ Pump & Haul ✓ to Sam Shaikh letter needed in order to move on - see Jim's letter that Bill drafted - redesign of tanks -

[Current sewer policy will continue]

Should we add the following? ↓  
• Barn  
• Church expansion ]

Motion to insert the above in the letter - by Wayne -

Ayes - Wayne / Margo  
Nays - everyone else -  
Motion fails

Motion to Stud as written w/ addition of "a resolution of the right..."

add: C to M Council of Mc Council

Margo  
Wayne  
Motion passed

\* Question of Presbyt. Church [re: # of units]

Retiree's? Some opposition of community hall?

⑤ Clifton Area Police Enforcement

Captain ? spoke -

\$67,000 allocated (30 hrs/weekly)  
to Clifton for this purpose

Am / Late afternoon /

July / August 31 days covered -

149 tickets issued !

131 - warnings issued !

10 - accidents (same as last year) -  
driver inexperience / speed / too  
basic causes of accidents

BZA?

⑥ BZA (Steve Effros)

a. More members needed!

- one is pending -

⑦ Citizens' Comments - Steve Effros  
← Sept 29<sup>th</sup> - 7:30 →

★ Comm Hall -  
letter will be sent to community

⑧ NOVEC pole → next month  
re: taller poles on Main St. & Chapel Rd.

??  
What else does NOVEC get out of this deal??

\* 40 yr. franchise - must be signed

(by town)

Discuss next month -

9.

How does this tie into Gilliam property issue?

Caboose Plaza parking lot plan

\$100,000 → item

Gilliam Properties

how offer? (\$100,000)? No more - we don't have it!

Can this property be developed? Yes? or no?

Table

Committee report ↓

10 Use/rental from properties: Mac Arnold

a) Which properties? Caboose, Comm. hall, old town hall, Ayre Sq., Buckley Park, Children's playground (gazebos)

Total of (a) were identified -

b) Events - include

Cruise  
Cliff  
WCCWC  
Motorcycle

Christ. Town  
Farewell  
July 4 Picnic

Caboose Run

c) Issues include -

Rules: music, noise, time, days, # people, parking, alcohol policy (ABC license will be required), uses of table & chairs, RATES for each location - deposit ↓

creation of: Brochure to identify all of the above

Security for facilities: routine chg. in locks

Next mtg: 9/15/02

⑪ Inspections of town properties } Wayne  
(Occupancy permit?)

\* Old Arm Hall? - can continue to be used as an office

\* Gazebo? - needs final inspection for people to use?

Motion to finalize inspection  
maximum

⑫ TOWN REVENUE: Mac Arnold  
Survey reviewed & options  
considered - by Mac's committee

~~1~~ Bingo?? - Lots of volunteers / <sup>[PARKING]</sup> parking  
industrial bonds

Neil ← Revenue bonds? Brent Baber } \$40 > one week

\* issuance is completed for in this instance  
another  
study out, opinion poll/survey ]

\* Renovation & rental of Old town hall

[Motion made to develop <sup>proposed</sup> wording for survey →  
(Mac Arnold)]

⑬ Laura -  
Hot Force vs GMA/Hemlock Overlook

↓

groups formed to  
work on issues: traffic  
will be first issue  
addressed

Very positive ↓

Public record: Laura read statement

⑭ Labor Day: Crisis' cliff  
loud speakers / music → too  
loud!!

\* New tables were taken from Comm.  
Hall - not to be used??

⑮ Old Tom Hall records -  
must be removed -  
- January 1, 2003 -

(CBA) / Gentlemen's Club

↓  
Can they continue to store there?

[How about children's books - can they  
be donated?]

Notice made

undecided

old  
organ -  
will get rid of  
useless

Oct 25/26 - 2012

⑩ Haunted Park Event

[Actors/actresses are needed by Margo -]

Motion to issue \$1000<sup>00</sup> to Margo  
Unanimous

⑪ Funding \$5000.00 → grant has gone through

\$4400 Calming measures & rec'd  
Speed machines -

+ radar gun

↳ Wayne Nickerson -  
[project administrator]

Authorization  
to spend \$4400.00 [order  
by 9/30/02]

11/14/02 needs to be paid for  
like a rebate

Motion made to  
[Unanimous]



Mo time to adjourn

Karen Arnold:

would like to invite to original work home turned into artist factory (torpedoes modeled after concept in Alexandria, VA)

\*Copies of made of bmt that went underground

Lortne now transferred to FPC co FACE AUTHORITY

Board of Supervisors

TO BOS,

The C of C has appointed Jeff Stein to represent us on the Fairfax County Athletic Council, ~~replacing~~ ~~vacant position~~ position vacated by Laura Hamilton

Town of Clifton  
P.O. Box \_\_\_\_\_  
Clifton, VA 20124

September 3, 2002

VIA EMAIL, FACSIMILE  
AND FIRST CLASS MAIL

Sam Shaikh  
Special Projects Group  
Wastewater Collection Division  
Fairfax County Department of Public Works  
and Environmental Services  
12055 Government Center Parkway  
Fairfax, VA 22035

RE: Clifton Pump & Haul Project

Dear Mr. Shaikh:

This letter to inform the Fairfax County DPWES Wastewater Collection Division that the Town of Clifton has approved moving forward with the second phase of the Clifton Pump & Haul Project. The Town Council approved moving ahead with the Pump & Haul rehabilitation project based on a holding tank design capacity sufficient to accommodate existing historic collections plus sufficient excess capacity to handle those existing residential properties on the administrative list that are eligible to connect to the Pump & Haul system pursuant to Fairfax County's Clifton Sewer Policy. The Town Council does not support any further connections to the Pump & Haul system. The Town Council also approved a resolution reiterating its continued support for the current Clifton Sewer Policy.

Please note that while we support moving forward the second phase of the project, additional review of the project by the Town Planning Commission (*e.g.*, issues such as surfacing, plantings, surface water runoff, fencing, etc. that will become clearer as the design progresses), and approval by the Town Council, will be required before project construction can begin. In addition, the Town Council strongly urges the County to complete negotiations with the property owner in parallel with the design effort, as resolution the right to use the property will also be required before project construction can begin.

If you have any questions regarding this matter, please contact me or Bill Hollaway, Chairman of the Planning Commission for the Town of Clifton.

Sincerely,

James Chesley  
Mayor, Town of Clifton

cc: C. Benson (Hazen & Sawyer)

*Copy*

**THE TOWN OF CLIFTON**

**P.O. BOX 309  
CLIFTON, VA 20124  
703-830-2129**

**September 9, 2002**

**Board of Supervisors  
Fairfax County  
County Government Center  
12000 Government Center Parkway  
Suite 530  
Fairfax, VA 22035-0071**

**To Whom It May Concern:**

**Jeffrey Stein has been appointed by the Clifton Town Council to serve on the Fairfax County Athletic Council. Mr. Stein will be filling position formerly held by Laura Harrington.**

**Sincerely,**

*Pamela Wallace*

**Pamela Wallace  
Clerk, Town of Clifton**

Patricia,

Jeffrey Stein's address and phone number are as follows:

7227 Dell Avenue  
Clifton, VA 20124  
703-322-0339

Thanks, Pam Wallace

----- Original Message -----

**From:** Wood, Patricia

**Sent:** Wednesday, September 18, 2002 1:01 PM

**To:** pamwallace@msn.com

**Subject:** Town of Clifton - Athletic Council

Ms. Wallace:

I am the Boards, Authorities and Commissions coordinator for the County of Fairfax. We received your letter indicating that Mr. Jeffrey Stein has been appointed by the Town of Clifton as its representative to the Athletic Council. Please provide me with a contact address and phone number as soon as possible. His appointment will be confirmed on Monday, September 23, 2002 and we need to notify him in writing immediately after.

I have also left a voice mail.

Thank you for your prompt attention to this matter.

Patty Wood

Office of the Clerk to the Board of Supervisors  
(703) 324-2352

9/21/2002

TOWN OF CLIFTON, VIRGINIA

TREASURER'S REPORT

3-Sep-02

STATEMENT OF CASH BALANCES

Regular Checking Account:	\$1,142
Money Market Savings Account:	\$46,384
Planning Commission Escrow: Overson	<u>\$5,606</u>
 TOTAL CASH BALANCE:	 <u><u>\$53,131</u></u>

Treasurer's Report prepared by:

Marilyn Barton  
Treasurer

Minutes  
Clifton Town Council Meeting  
Tuesday, October 1, 2002  
Clifton Town Hall

Present: Mayor Jim Chesley, Mac Arnold, Margo Buckley, Laura Harrington, Bill Hollaway, Wayne Nickum, Town Attorney Rod Williams; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Motion made to approve September 3, 2002, Town Council minutes with the following corrections: item #5: add the statement "List of enforcement statistics and scheduling were requested."; item #13: add the words "and furniture" after the word "records" in the first sentence. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
2. Treasurer's report: Marilyn Barton. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
3. Neil McBride and Erma Clifton from the Lorton Foundation spoke about the future development of the Lorton Workhouse Arts Center and asked for town support in their endeavor. Motion made to support the development concept for this new facility. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
4. Planning Commission: Bill Hollaway
  - a. Radam/Dillard use permit for mail order/personal consulting home business. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
  - b. Planning Commission proposal of new zoning category will be discussed in more detail at November meeting.
  - c. Letter received from Taya Abbott concerning investigation of possible zoning violations at 7207 Main Street. Case is presently being investigated and facts collected. At the present time, only Town Council has the authority to enforce regulations. The ARB inspects for compliance. Both ARB and Planning Commission will investigate, review procedures, and report to Town Council their recommendations concerning violations.
5. ARB: No report
6. Cox Cable: relocation of cable and removal of co-axle bundles, and replacement of fiber optic (much smaller in size). Proposal discussed to go underground on right side of road in front of the Hermitage, continue all the way down to new NOVEC pole in front of the Heart and Hand Restaurant, and then stay above ground from this point on. Co-axle feeders will still be there, and we will have to live with both sets of cables temporarily until conversion is made. Estimate of underground through flood plain is \$6000. Motion made to authorize Mayor Chesley to discuss with Cox Cable and Verizon putting town cable and other types of utilities underground. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
7. Finance Committee: town revenue. Town residents need to hear exactly what we have, what we need, and what we bring in from special events. Needs of town will be prioritized by committee, and a new survey will be sent out to town residents.
8. HUD Affordable Housing Program update: informational letter received from government. Question raised as to whether or not we should sign up both as a town and as a government entity. Motion made to approve letter to be written by Brant Baber to have town become an entity, with appropriate articles, subject to Town Attorney's research and approval. Ayes: Arnold, Buckley, Harrington, Hollaway,

Nickum. Abstain: Chesley. Motion passed.

9. Information presented by Brant Baber regarding Industrial Bond Authority. Motion made to establish Individual Bond Authority for town. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum. Brant will bring written resolution to November Town Council meeting.

10. NOVEC informational meeting was held on September 18, 2002. Currently all activity has been suspended by NOVEC until Town Council approves pole placements. Motion made to place new tall poles on Main Street and Chapel Road, and to omit placement of tall poles on Chapel Street. Ayes: Arnold, Buckley, Harrington, Hollaway, Nickum. Abstain: Chesley. Motion passed.

11. Motion made to complete Town Council meeting agenda 15 days before meeting. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

12. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

October 1, 2002 7:30 P.M.  
CLIFTON TOWN MEETING HALL, 12641 CHAPEL ROAD

CLIFTON TOWN COUNCIL MEETING

AGENDA

- |   |            |
|---|------------|
| 1. Treasurers Report  | Chesley    |
| a. FY 02 Budget   | Arnold     |
| b. Town Landscape Bids  | Buckley    |
| 2. Planning Commission  | Harrington |
| a. Applications   | Hollaway   |
|   | Nickum     |
| 3. ARB  |            |
| a. Applications   | Jarrendt   |
|   | Effros     |
|   | Barton     |
|   | Wallace    |
| 4. BZA  | Williams   |
| 5. Financial Committee Update - Affordable Housing Program  |            |
| 6. Conversion of Structures to Assembly Use - Fairfax County<br>Department of Public Works and Environmental Services |            |
| 7. Clifton Area Roads - Police Enforcement - Fairfax County<br>Police   |            |
| 8. Conservation Easements - No. Va. Conservation Trust  |            |
| 9. Clifton Town Traffic Issue - VDOT Response   |            |
| 10. Town Election Officers  |            |
| 11. Fall Clean Up   |            |
| 12. Other   |            |

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

Posted, Post Office and Store





Corporate Office  
10323 Lomond Drive  
Manassas, VA 20109

Mailing Address  
P.O. Box 2710  
Manassas, VA 20108  
(703) 335-0500

Gainesville Technical Center  
5399 Wellington Road  
Gainesville, VA 20155

Leesburg Office  
349 East Market Street  
Leesburg, VA 20176

Minnieville Office  
14500 Minnieville Road  
Woodbridge, VA 22193

Stafford Office  
2430 Poplar Road  
Fredericksburg, VA 22406

September 19, 2002

Mr. James C. Chesley  
Mayor, Town of Clifton  
7207 Main Street,  
Clifton, Virginia 20124-0225

Dear Jim,

I wanted to follow up with a recap of Wednesday's meeting with you and the Town Council to address issues related to NOVEC's pole replacement/relocation project in the Town of Clifton. During the meeting the council members expressed the following three major concerns:

- 1) NOVEC's intentions regarding the additional space on the poles;
- 2) The necessity for, and location of, certain poles and guy wires; and
- 3) NOVEC's ability to force other utilities (cable television and telephone companies) to relocate to the new poles.

The council members seemed to be receptive to Bob, Patrick, and my response to these concerns. The more predominate issue appeared to relate to a lack of consensus on behalf of the council as to exactly what needs to be done to improve the appearance of the utility infrastructure in the Town of Clifton. We, at NOVEC, felt that after a number of meetings with both you and the Town Council, that any issues regarding the franchise agreement had been resolved and our decision to proceed with the project was only a scheduling issue (the availability of a construction crew to do the work). It is my understanding from this meeting that it has been agreed by NOVEC and the Clifton Mayor and Town Council to temporarily stop construction activities until such time as the issues regarding the project scope could be resolved and a written franchise agreement executed between NOVEC and the Town of Clifton.

If I have missed any of the major points, please let me know and I would be pleased to include those issues in follow-up correspondence.

Sincerely,

Charles F. Grinnan  
Vice President of Administration

TOWN OF CLIFTON ENFORCEMENT STATS		JULY (2002)		AUGUST (2002)	
LOCATION OF OFFENSE	TYPE OF OFFENSE	SUMMONS WRITTEN	WARNINGS WRITTEN	SUMMONS WRITTEN	WARNINGS WRITTEN
11500 Yates Ford Road	Speeding	0	4	0	0
11722 Henderson Road	Speeding	0	1	0	0
12409 Henderson Road	Speeding	7	0	0	0
5600 Clifton Road	Speeding	0	1	0	0
6100 Clifton Road	Speeding	0	0	0	6
6700 Clifton Road	Speeding	0	1	0	0
7152 Clifton Road	Expired License Plates	0	0	0	1
Chapel Road/Water Street	Disregard Stop Sign	2	0	0	0
Clifton Road/Braddock Road	Speeding	0	1	0	0
Clifton Road/Burns Way	Speeding	4	0	5	11
Clifton Road/Burns Way	No County Sticker	0	0	1	0
Clifton Road/Burns Way	Expired License Plates	0	0	0	1
Clifton Road/Burns Way	No Operators License	0	0	1	0
Clifton Road/Cedar Ridge	Suspended	1	0	0	0
Clifton Road/Cedar Ridge	Speeding	0	2	1	0
Clifton Road/Chapel Street	Expired License Plates	1	0	0	0
Clifton Road/Clifton Creek Drive	Revoked/DUI Related	1	0	0	0
Clifton Road/Clifton Creek Drive	No State Inspection	1	1	0	0
Clifton Road/Compton Road	No Liability Insurance	0	0	1	0
Clifton Road/Compton Road	Speeding	0	0	0	1
Clifton Road/Compton Road	Improper Registration	0	0	1	0
Clifton Road/Compton Road	Driving on Suspended	0	0	1	0
Clifton Road/Ford Lane	Disregard Highway Sign	0	1	0	0
Clifton Road/Henderson Road	Speeding	23	3	2	0
Clifton Road/Henderson Road	Suspended	1	0	0	0
Clifton Road/Henderson Road	Reckless	2	0	0	0
Clifton Road/Johnny Moore Lane	Speeding	0	2	0	0
Clifton Road/Knollbrook	Speeding	0	1	0	0
Clifton Road/Laurel Glen	Speeding	0	0	1	0
Clifton Road/Knollbrook	Disregard Stop Sign	0	1	0	0
Clifton Road/Main Street	Speeding	0	0	0	2

Clifton Road/Main Street	Failure to Obey Hwy Sign	0	0	1	0
Clifton Road/Main Street	Disregard Stop Sign	11	6	2	5
Clifton Road/Main Street	Suspended	1	0	0	0
Clifton Road/Main Street	No Operators License	0	0	0	1
<b>TOWN OF CLIFTON ENFORCEMENT STATS</b>		<b>JULY (2002)</b>		<b>AUGUST (2002)</b>	
<b>LOCATION OF OFFENSE</b>	<b>TYPE OF OFFENSE</b>	<b>SUMMONS WRITTEN</b>	<b>WARNINGS WRITTEN</b>	<b>SUMMONS WRITTEN</b>	<b>WARNINGS WRITTEN</b>
Clifton Road/Main Street	Expired License Plates	1	0	0	0
Clifton Road/Main Street	Expired State Inspection	3	1	0	0
Clifton Road/Main Street	Defective Equipment	0	1	0	1
Clifton Road/Maple Branch Road	Expired License Plates	1	0	0	0
Clifton Road/Maple Branch Road	Expired State Inspection	1	0	0	0
Clifton Road/Loth Lorian Drive	Speeding	0	0	0	1
Clifton Road/Lauren Glen Road	Speeding	0	0	0	1
Clifton Road/Laura Leaf Lane	Speeding	0	0	0	2
Clifton Road/New Braddock Road	Speeding	0	0	0	2
Clifton Road/Newman Road	Disregard Officer Handsgnl	0	0	1	0
Clifton Road/Newman Road	Reckless	0	0	1	0
Clifton Road/Newman Road	Speeding	4	0	18	16
Clifton Road/Newman Road	Failure to Obey Hwy Sign	0	0	2	0
Clifton Road/Popes Head Road	Speeding	1	0	0	0
Clifton Road/Sandy Manor Drive	Improper Exhaust	0	0	1	0
Clifton Road/School Street	Speeding	1	0	0	0
Clifton Road/Twin Lakes Drive	Speeding	0	0	0	3
Clifton Road/Wesley Tyler Road	Speeding	1	0	0	0
Clifton Road/White Rock Road	Following Too Closely	1	0	0	0
Clifton Road/White Rock Road	Speeding	1	0	0	0
Clifton Road/Willowbrook Road	Speeding	12	0	2	0
Clifton Road/Willowbrook Road	Expired License Plates	1	0	0	0
Clifton Road/Willowbrook Road	Expired State Inspection	0	0	1	0
Clifton Road/Willowbrook Road	Wearing Earphones	0	1	0	0
Clifton Road/Wolf Run Shoals Road	Expired State Inspection	1	1	0	0
Clifton Road/Wolf Run Shoals Road	Suspended	1	0	0	0
Clifton Road/Wolf Run Shoals Road	No County Sticker	1	0	0	0

Clifton Road/Wycklow Road	Speeding	5	0	0	0
Clifton Road/Yates Ford Road	Speeding	0	0	0	7
Colchester Road/Fairfax Station Road	Speeding	0	0	0	1
Colchester Road/Fairfax Hunt Road	Speeding	0	0	0	1
Compton Road/Union Mill Road	Suspended	0	0	1	0
Compton Road/Union Mill Road	No Operators License	0	0	1	0
Compton Road/Union Mill Road	Speeding	0	0	2	12
Henderson Road/Henderson Court	Expired License Plates	1	0	0	0
<b>TOWN OF CLIFTON ENFORCEMENT STATS</b>		<b>JULY (2002)</b>		<b>AUGUST (2002)</b>	
<b>LOCATION OF OFFENSE</b>	<b>TYPE OF OFFENSE</b>	<b>SUMMONS WRITTEN</b>	<b>WARNINGS WRITTEN</b>	<b>SUMMONS WRITTEN</b>	<b>WARNINGS WRITTEN</b>
Henderson Road/Henderson Court	Expired License Plates	1	0	0	0
Henderson Road/Henderson Court	Speeding	1	0	0	0
Main Street/Chapel Road	Expired License Plates	0	0	0	1
Main Street/Chapel Road	Disregard Stop Sign	0	0	0	1
Main Street/Chapel Road	No Front Tag	0	0	0	3
Main Street/Church Street	Disregard Stop Sign	0	1	0	3
Main Street/Clifton Creek Drive	Expired License Plates	1	1	0	0
Main Street/Clifton Creek Drive	Failure Display Both Plates	0	2	0	0
Main Street/Railroad Tracks	No Valid OL	1	0	0	0
Main Street/Railroad Tracks	No State Inspection	1	0	0	0
Newman Road/Buff Ridge Lane	Speeding	2	0	0	0
Old Yates Ford Road/Kincheloe Road	Speeding	0	11	0	2
Old Yates Ford/Henderson Road	Disregard Highway Sign	0	1	0	0
Wolf Run Shoals Road/Burke Commons Road	Speeding	1	0	0	0
Wolf Run Shoals Road/Lakewood Lane	Revoked Operators License	0	0	1	0
Yates Ford Road/Morwood Trail	Speeding	0	0	1	0
	<b>TOTAL</b>	<b>100</b>	<b>45</b>	<b>49</b>	<b>86</b>

**Accidents**

**Subcensus 909.01 (Town of Clifton)**

**07/01/01 - 08/31/01 and 07/01/02 - 08/31/02**

**2001**

08/08/2001      MAIN              KINCHLOE      Hit & Run - no injury

**2002**

08/16/2002      NEWMAN              CLIFTON      No Injury

**Traffic Summons**

**Subcensus 909.01 (Town of Clifton)**

**07/01/01 - 08/31/01 and 07/01/02 - 08/31/02**

**2001**

08/21/2001      Main              Chapel      Invalid Inspection  
08/21/2001      Main              Chapel      Invalid Inspection  
08/24/2001      Main              Chapel      No OL

**2002**

07/02/2002      Clifton              Main      Fail to obey stop/yield  
07/02/2002      Clifton              Main      Fail to obey stop/yield  
07/02/2002      Clifton              Main      Fail to obey stop/yield  
07/02/2002      Clifton              Main      Fail to obey stop/yield  
07/02/2002      Clifton              Main      Fail to obey stop/yield  
07/09/2002      Clifton              Main      Fail to obey stop/yield  
07/09/2002      Clifton              Main      Fail to obey stop/yield  
07/09/2002      Clifton              Main      Fail to obey stop/yield  
07/16/2002      Clifton              Main      Invalid Inspection  
07/18/2002      Main              RR Tracks      No OL  
07/18/2002      Main              RR Tracks      Invalid Inspection  
07/18/2002      Clifton              Main      Drive on revoked/suspended  
07/18/2002      Clifton              Main      Fail to obey stop/yield  
07/23/2002      Clifton              Clifton Creek      Invalid Inspection  
07/23/2002      Main              Clifton Creek      Expired Registration  
07/23/2002      Chapel              Water      Fail to obey traffic signal  
07/23/2002      Clifton              Main      Invalid Inspection  
07/23/2002      Chapel              Water      Fail to obey traffic signal  
07/23/2002      Clifton              Main      Invalid Inspection  
07/31/2002      Clifton              Chapel      Expired Registration  
08/07/2002      Clifton              Main      Expired Registration  
08/07/2002      Clifton              Main      Invalid Inspection  
08/07/2002      Clifton              Main      Invalid Inspection  
08/07/2002      Clifton              Main      Expired Registration  
08/07/2002      Clifton              Main      Expired Registration

25

*Routine  
enforcement  
By Motors*

Accidents

Subcensus 909.01 (Town of Clifton)

01/01/01 - 08/31/02 and 01/01/02 - 08/31/02

<u>2001</u>	<u>Street</u>	<u>Intersection</u>	<u>Type*</u>
01/26/2001	NEWMAN	CLIFTON	4
02/12/2001	CLIFTON	NEWMAN	1
02/15/2001	CLIFTON	SCHOOL	1
02/23/2001	STONE HAVEN	SOUTH SPRINGS	3
03/13/2001	CLIFTON	PENDLETON	1
05/24/2001	CLIFTON	NEWMAN	4
05/24/2001	HENDERSON	MAPLE BRANCH	3
06/01/2001	NEWMAN	CLIFTON	4
06/03/2001	CLIFTON	BURNS	1
08/08/2001	MAIN	KINCHLOE	3

/ 10

<u>2002</u>	<u>Street</u>	<u>Intersection</u>	<u>Type*</u>
01/02/2002	CLIFTON	SCHOOL	1
01/03/2002	KINCHELOE	WHITE FOX	1
01/26/2002	TREY	UNION MILL	3
02/01/2002	CHESTNUT	MAIN	4
02/10/2002	CLIFTON	NEWMAN	1
04/05/2002	CLIFTON	NEWMAN	1
04/30/2002	CLIFTON	RICHARDS	1
05/10/2002	VOGUE	OX	3
06/29/2002	MAIN	CHAPEL	1
08/16/2002	NEWMAN	CLIFTON	1

/ 10

Accident Types\*

1 - no injury

3 - hit & run / no injury

4 - injury

**Section 82-5-1. Parking prohibited in specified places.**

(a) No person shall park a vehicle, except when necessary to avoid a conflict with other traffic or in compliance with the directions of a police officer or traffic-control device, in any of the following places:

- (1) On a
- (2) In front of, or within ten (10) feet to either side of, a public or private driveway;
- (3) Within an
- (4) Within fifteen (15) feet of a fire hydrant located on private or public property or within a fire lane as defined in Chapter 62 (Fire Protection), of the Code of the County of Fairfax;
- (5) On a
- (6) Within twenty (20) feet of a crosswalk at an
- (7) Within thirty (30) feet upon the approach of any flashing beacon, stop sign or traffic-control signal located at the side of a roadway;
- (8) Between a safety zone and the adjacent curb or within thirty (30) feet of points on the curb immediately opposite the ends of a safety zone, a different length is indicated by official signs or markings;
- (9) Within fifty (50) feet of the nearest rail of a railroad grade ←
- (10) Within twenty (20) feet of the driveway entrance to any fire station and on the street opposite the entrance to any fire station within seventy-five (75) feet of the entrance when properly signposted;
- (11) Alongside or opposite any street excavation or obstruction when such parking would obstruct traffic;
- (12) On the roadway side of any vehicle parked at the edge or curb of the street;
- (13) Upon any bridge or other elevated structure upon a street or highway or within a tunnel;
- (14) At any place where official signs prohibit
- (15) Repealed;
- (16) So as to prevent the use of curb ramps located on public property or on privately owned property open to the public.

(b) No person other than a police officer shall move a vehicle into any such prohibited area or away from a curb such distance as is unlawful, or start or cause to be started the motor of any motor vehicle or shift, change or move the levers, brake, starting device, gears, or other mechanism of a parked motor vehicle to a position other than that in which it was left by the owner or driver thereof, or attempt to do so. (3-13-63; Code, § 16-121; 14-74-16; 37-76-82; 38-76-82; 28-80-82; 17-83-82; 34-84-82; 31-91-82; 49-93-82; 18-97-82.)

October 2, 2002

Mr. Charles F. Grinnan  
Vice President of Administration  
P.O. Box 2710  
Manassas, VA 20108

Dear Mr. Grinnan,

I would like to inform you that the following motion was passed at the Clifton Town Council meeting on October 1, 2002:

Motion to approve the placement of new tall NOVEC poles on Main Street and Chapel Road, and to omit placement of tall poles on Chapel Street. (Ayes: Arnold, Buckley, Harrington, Hollaway, Nickum. Abstain: Chesley)

Please notify me if you have any further questions pertaining to this matter.

Sincerely,

Pamela Wallace  
Clerk, Town of Clifton



①

10-1-02

① Minutes from Sept. mtg. - approved w/ revisions -

Issue use permit to Deb Dillard + Paul Radam

\* Submit checks to Marc Lyn when

② Treasurer's report: Marilyn Barton

③ Neil McBride \*  
Erma Clifton - Lorton Arts Foundation/Museum  
(interest in Lorton since 1964)

Save some of the Lorton Prison buildings - to be possibly put to other uses; incl. 3-story barn built in 1920's

Applied for special tax exempt status → County Application

Application ↓

Theatre Bldg is of interest -

↓  
the Lorton Workhouse Arts Center \*

w/ letter Develop. Concept  
Motion for T.C. to support this new facility  
Voice support to T.C. personnel  
Unanimous

Support- get the were actually incarcerated here - later on, Norman Mailer

④ Planning Comm.

① Home business application from Radam/Dillard mail order - personal consults - no client visits involved  
Unanimous approval

↗

(b) New zoning ~~category~~ category created? (COSR)

- Proposal presented by Bill on behalf of Planning Comm.
- Bring up <sup>at</sup> next T.C. mtg. - look over the proposal - discuss in Nov.

(c) Letter - Mrs. Taya Abbott

Status - investigation → ARB/contacted  
7207 Main Street  
photos/measurements

Mac:  
Zoning  
violations  
↓  
What  
is the  
procedure?

↓ Put on  
next month's agenda - only  
if info comes 15 days before mtg.

→ Appoint someone to collect the facts -

letter written → 30 days to comply -  
(re: violation) → Certified letter sent to home-owner

Also: Certificate of appropriateness  
or lack of use permit

Steve Effros advocated

↓  
more organized approach is sorely needed!!

[less ad hoc process is needed]

Karen Arnold - we need written  
procedures for taking care of these issues -  
just a one page?

Code. T.C. only has authority to enforce - not ARB  
inspection for compliance

At present

ARB + Planning Comm will investigate, think about procedure of what T.C. needs to do -

5) ARB -> no report tonight -

6) Coy Cable [re: cables/bundles] relocation of cable + removal of co-axial bundles & replacement w/ fiber-optic (much smaller)

Bundles significantly reduced

Proposal: coming down Chytra Rd to right side of hotel -> go underground here - all the way to new NOVEC pole in front of ♥ & Hard Restaurant & stay aerial until from this point on -

Still co-axle feeders will be there -

[We will have to live with both sets of cables temporarily until conversion is made.]

Estimate of underground through flood plain = \$6000.00

Motion to authorize Mayor to discuss w/ \_\_\_\_\_ the undergrounding of <sup>own</sup> cable & other types of utilities -> underpin

Coy + Verizon



(5)

10. Industrial Bond Authority (Brant Baber) 2  
info.

create by



Motion to ~~re~~ establish  
of an ind. body ~~nothing~~  
for town

[Unanimous]

Written resolution next T.C. mtg. Brant will bring

11. NOVEC  
(u: informational mtg.)  
to discuss

9/18/02

Current Status: all activity suspended  
(See NOVEC letter of 9/19/02) until we  
approve pole placement

Franchise agreement

We need to decide what we want done -  
~~to~~ then notify NOVEC -

Beard property easement: still a pending  
issue

? Motion to write resolution - Unanimous  
Approve placement of all tall poles of new  
w/o new pole of line crossing

Abstain - Main St. w/mt ~~planner~~

October 1, 2002 7:30 P.M.  
CLIFTON TOWN MEETING HALL, 12641 CHAPEL ROAD

CLIFTON TOWN COUNCIL MEETING

AGENDA

1. Treasurers Report  
a. FY 02 Budget  
b. Town Landscape Bids  
Chesley  
Arnold  
Buckley
2. Planning Commission  
a. Applications  
Harrington  
Hollaway  
Nickum
3. ARB  
a. Applications  
Jarrendt  
Effros  
Barton  
Wallace  
Williams
4. BZA
5. Financial Committee Update - Affordable Housing Program
6. Conversion of Structures to Assembly Use - Fairfax County  
Department of Public Works and Environmental Services
7. Clifton Area Roads - Police Enforcement - Fairfax County  
Police
8. Conservation Easements - No. Va. Conservation Trust
9. Clifton Town Traffic Issue - VDOT Response
10. Town Election Officers
11. Fall Clean Up
12. Other

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

Posted, Post Office and Store

⑧ Motion made to approve placement of ~~the~~ new tall poles w/out placement on Chapel St.

⑥

⑨ 2 speed radar billboards - mounted on poles - to slow down speeders

Tabled items → put at top of

⑩ Motion: agenda out 15 days before mtg. unanimous } motion passed

① ad hoc committees formed  
② email web site } will help get info. out

Communication Committee

Bill Hummel

⑪ "Rights & Responsibilities"

⑫ Haunted trail

① Jumpsters/Richard's land - can they use?  
② cop for both nites?

⑬ Replacement of playground equipment

maintain open space →

Adjourn

October 1, 2002 7:30 P.M.  
CLIFTON TOWN MEETING HALL, 12641 CHAPEL ROAD

CLIFTON TOWN COUNCIL MEETING

AGENDA

- |   |            |
|---|------------|
| 1. Treasurers Report  | Chesley    |
| a. FY 02 Budget   | Arnold     |
| b. Town Landscape Bids  | Buckley    |
| 2. Planning Commission  | Harrington |
| a. Applications   | Hollaway   |
|   | Nickum     |
| 3. ARB  |            |
| a. Applications   | Jarrendt   |
|   | Effros     |
|   | Barton     |
|   | Wallace    |
| 4. BZA  | Williams   |
| 5. Financial Committee Update - Affordable Housing Program  |            |
| 6. Conversion of Structures to Assembly Use - Fairfax County<br>Department of Public Works and Environmental Services |            |
| 7. Clifton Area Roads - Police Enforcement - Fairfax County<br>Police   |            |
| 8. Conservation Easements - No. Va. Conservation Trust  |            |
| 9. Clifton Town Traffic Issue - VDOT Response   |            |
| 10. Town Election Officers  |            |
| 11. Fall Clean Up   |            |
| 12. Other   |            |

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

Posted, Post Office and Store



(Revised)

File

October 1, 2002 7:30 P.M.  
CLIFTON TOWN MEETING HALL, 12641 CHAPEL ROAD

CLIFTON TOWN COUNCIL MEETING

AGENDA

- ✓ 1. Treasurers Report Chesley  
Arnold  
Buckley  
Harrington  
Hollaway  
Nickum  
Jarrendt  
Effros  
Barton  
Wallace  
Williams
- ✓ 2. Planning Commission
- a. Applications
- ✓ 3. ARB *No report tonight*
- a. Applications
- 4. BZA(?)
- 5. NOVEC/COX Cable Pole and Lines Realignment
- ✓ 6. HUD - Affordable Housing Program *> Brant Babar*
- ✓ 7. Industrial Bond Authority *> Brant - easy to set up*
- 8. Gilliam Property Report *> table*
- 9. Caboose Parking Lot *> table*
- 10. Use and Rental of Town Property at 12740 Chapel Road *> table*
- 11. Radar/Speed Display Equipment Grant
- 12. Town Revenue - Finance Committee
- 13. Assignment of Town Council Responsibilities
- 14. Election of Town Council/Mayor/Vice-Mayor Matrix
- 15. Summer in the Park 2003
- 16. Other *• Bike path (Gilliam property) → meeting 4 p.m. 10/2/02*

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

Posted, Post Office and Store

Committee  
(Laura)  
CBA



Pam W.  
(Oct. Mtg.)

**Corporate Office**  
10323 Lomond Drive  
Manassas, VA 20109  
*Mailing Address*  
P.O. Box 2710  
Manassas, VA 20108  
(703) 335-0500

**Gainesville Technical Center**  
5399 Wellington Road  
Gainesville, VA 20155

**Leesburg Office**  
349 East Market Street  
Leesburg, VA 20176

**Minnieville Office**  
14500 Minnieville Road  
Woodbridge, VA 22193

**Stafford Office**  
2430 Poplar Road  
Fredericksburg, VA 22406

September 19, 2002

**Mr. James C. Chesley**  
Mayor, Town of Clifton  
7207 Main Street,  
Clifton, Virginia 20124-0225

Dear Jim,

I wanted to follow up with a recap of Wednesday's meeting with you and the Town Council to address issues related to NOVEC's pole replacement/relocation project in the Town of Clifton. During the meeting the council members expressed the following three major concerns:

- 1) NOVEC's intentions regarding the additional space on the poles;
- 2) The necessity for, and location of, certain poles and guy wires; and
- 3) NOVEC's ability to force other utilities (cable television and telephone companies) to relocate to the new poles.

The council members seemed to be receptive to Bob, Patrick, and my response to these concerns. The more predominate issue appeared to relate to a lack of consensus on behalf of the council as to exactly what needs to be done to improve the appearance of the utility infrastructure in the Town of Clifton. We, at NOVEC, felt that after a number of meetings with both you and the Town Council, that any issues regarding the franchise agreement had been resolved and our decision to proceed with the project was only a scheduling issue (the availability of a construction crew to do the work). It is my understanding from this meeting that it has been agreed by NOVEC and the Clifton Mayor and Town Council to temporarily stop construction activities until such time as the issues regarding the project scope could be resolved and a written franchise agreement executed between NOVEC and the Town of Clifton.

If I have missed any of the major points, please let me know and I would be pleased to include those issues in follow-up correspondence.

Sincerely,

Charles F. Grinnan  
Vice President of Administration

October 2, 2002

Mr. Charles F. Grinnan  
Vice President of Administration  
P.O. Box 2710  
Manassas, VA 20108

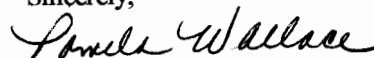
Dear Mr. Grinnan,

I would like to inform you that the following motion was passed at the Clifton Town Council meeting on October 1, 2002:

Motion to approve the placement of new tall NOVEC poles on Main Street, and to omit placement of tall poles on Chapel Road. (Ayes: Arnold, Buckley, Harrington, Hollaway, Nickum. Abstain: Chesley)

Please notify me if you have any further questions pertaining to this matter.

Sincerely,



Pamela Wallace  
Clerk, Town of Clifton

## Chesley James C CRBE

---

**From:** S70carllion@aol.com  
**Sent:** Monday, September 30, 2002 9:54 PM  
**To:** ChesleyJC@nswccd.navy.mil  
**Subject:** Clifton Town Hall Issues

Mr. Mayor & Town Council of Clifton,

During a phone conversation this evening with Ms. Buckley, Manager of the Clifton Townhall, I expressed the Lions Club and our caterer's concerns reference the cleanliness of the townhall's restrooms and kitchen facilities.

Our club's catering service has, on many occasions, expressed concern over the cleanliness of the kitchen since they use the facilities for food preparation.

Ms. Buckley was aware of these issues since the townhall is cleaned once every two weeks by a cleaning service. Keeping facilities clean during high use periods is challenging based on the cleaning schedule. Future plans considered by Ms. Buckley may include a cleaning fee for larger event users of the hall. Additionally, in the interim, hall users might be reminded, prior to their events, that leaving the hall "neat & clean" for the next user is a true sign of community spirit. The hall is a wonderful gathering place available to Clifton residents and its neighbors, now and in the future.

Sincerely,

Carl Allen - President, Clifton Lions Club

*Report  
to include  
list of  
town needs*

MINUTES OF THE TOWN OF CLIFTON REVENUE MEETING

DATES: SEPTEMBER 15 AND 29, 2002

PRESENT: MARGO BUCKLEY, BRANT BABER, LYNN HODGE, MAC ARNOLD

PLACE: 12641 SCHOOL STREET, CLIFTON, VIRGINIA

Pursuant to the instructions of the Town Council at the September meeting, the committee proposes that the Town Council distribute a Revenue Ballot which would solicit the comments and opinions of the Town voters in regards to the various options for raising revenues for the Town.

The committee would recommend that the following options be placed on the ballot:

1. TELECOMMUNICATIONS TOWER-It has been proposed that a telecommunications tower be erected in the Buckley Park with rental paid to the town. The income may range from \$25,000 to \$70,000. There are proposals to erect towers on other locations, so this option is time sensitive. Some residents consider a tower a safety issue, both for the residents and for the police, fire and rescue teams.
2. MEALS TAX- A meals tax would be added to all food prepared in town. Proposed at 2.5%. Would apply to all food vendors in town, including at Clifton Day and Cruise Through. It is currently estimated that this tax would generate approximately \$46,000 a year. The tax would apply

to prepared (not factory prepackaged) food and drinks sold in any manner in Town, whether in a restaurant, store, or outdoors by vendors during various functions. Tax would be computed by vendors and remitted to the Town, together with a revenue accounting, within 15 days of collection.

3. REAL ESTATE TAX- A tax levied on all real estate in town except those exempted by state law. The rate proposed is 0.05% which would be \$50.00 on a \$100,000 home. It is estimated that this tax would generate \$12,000 a year.(needs to be verified).
4. TOWN HALL SALE -If the Town Hall were sold it would bring between \$200,000 and \$350,000 depending on the extent of renovation prior to sale. The proceeds could be invested to generate additional income.
5. TOWN HALL RENTAL- The town Hall could be renovated for rental as a residential unit. This could generate up to \$12,000 a year. *[Low office space]*
6. TRASH COLLECTION- Town trash collection would be available to all residents. Proposed for \$360 per year per house.  
Estimated to generate \$2,000 a year.

The following items were discussed but not recommended to be placed on the ballot:

1. Cigarette Tax- This tax has already been adopted. *increase??*
2. Clifton Day Admission Fee-It appeared to be reasonably impossible to administer. *Why?*
3. Clifton Day License for the vendors-There are already too few vendors.
4. Industrial Development Bonds- The Town Council has already authorized the creation of such a body.
5. HUD Program- Town is already pursuing this funding option.

*Upstairs for town hall*

*NOT retail*

6. **Occupancy Tax on bed and breakfast facilities-** This proposal would not generate enough revenue to justify the tax.

10/1/2002

*Planning Commission*

(Add this as Section 9-23, immediately after the description of the Industrial District; re-number current 9-23 to 9-24 and re-number all subsequent 9- Subsections correspondingly to one number larger than the current number)

**Sec. 9-23. COMMUNITY OPEN SPACE AND RECREATION (COSR) DISTRICT**

*what uses shall be permitted?*

**A. Permitted Uses** shall be any of the following: Parks, parkland, playgrounds, athletic fields, stream valley parks, community structures, pavilions, and recreational, educational, and cultural facilities. All Permitted Uses shall be for non-commercial and not-for-profit organizations.

**B. Permitted Special Event Uses** are the types of events that are permitted in the COSR District. They are events and activities that are consistent with the community-oriented nature of the district. Examples of such are: holiday picnics and celebrations, school fair, fundraisers for non-profit organizations (such as marathons, breakfasts, and homes tours), athletic events, farmers' markets, antique auto shows, and over-flow parking from a community event not held in the COSR District (such as for a PTA function or for Clifton Day).

*1x only  
limit -  
20 or  
fewer  
participants*

1) **A Special Event Use Permit** shall be approved by the Town Council prior to the event being held.

2) **Recurring Special Events** (such as a weekly farmers' market) can be included on one Special Event Use Permit application.

**C. Events not requiring Special Event Use Permits.** Use permits are not required for Permitted Special Events with 20 or fewer participants.



D. **Prohibited uses** are uses which are not Permitted Uses or Permitted Event Uses pursuant to this section.

E. **Parking.** A sufficient number of off-street vehicular parking spaces shall be required to accommodate the vehicles of all employees or volunteer workers who will drive to the event, plus the vehicles of all persons who may be expected to visit the event at any one time. The spaces shall be specified by the Use Permit issued by the Town Council.

*How  
will this  
work?*



10/01/02

**Town of Clifton**  
**Profit & Loss Budget vs. Actual**  
 July 2001 through June 2002

	Jul '01 - Jun '02	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Grants</b>				
<b>Federal</b>				
<b>Federal Grant-Land</b>				
Town Match - Land	0	12,000	(12,000)	0%
CBA Match - Land	0	12,000	(12,000)	0%
Federal Grant-Land - Other	0	96,000	(96,000)	0%
<b>Total Federal Grant-Land</b>	0	120,000	(120,000)	0%
<b>Transportation Project-Trails</b>				
CBA Match - Trails	0	4,524	(4,524)	0%
Town Match-Trails	0	0	0	0%
Town Inkind -Trails	0	4,524	(4,524)	0%
Transportation Project-Trails - Other	0	36,192	(36,192)	0%
<b>Total Transportation Project-Trails</b>	0	45,240	(45,240)	0%
<b>Total Federal</b>	0	165,240	(165,240)	0%
<b>State</b>				
<b>Fire Program Funds</b>	14,000	4,000	10,000	350%
<b>Total State</b>	14,000	4,000	10,000	350%
<b>Total Grants</b>	14,000	169,240	(155,240)	8%
<b>Tax and Permits Revenue</b>				
Utility Consumption Tax	1,051			
Motor Vehicle Tags	4,899	3,900	999	126%
Sales Tax	14,178	15,132	(954)	94%
Cigarette Tax	1,658	1,000	658	166%
BPOL tax	13,556	16,108	(2,552)	84%
ABC Profits	764	840	(76)	91%
Use Permits	1,475	4,500	(3,025)	33%
ARB Permits	10	2,160	(2,150)	0%
PC-Subdivision	1,500			
Railroad Tax	1,504	1,668	(164)	90%
<b>Total Tax and Permits Revenue</b>	40,596	45,308	(4,712)	90%
<b>Community Hall Revenues</b>				
Community Hall Donations	0	4,600	(4,600)	0%
Community Hall Rentals	12,120	10,500	1,620	115%
<b>Total Community Hall Revenues</b>	12,120	15,100	(2,980)	80%
<b>Book Sales Income</b>	(60)	0	(60)	100%
<b>Car Show Income</b>	0	125	(125)	0%
<b>Haunted Trail Event</b>	5,149	6,000	(851)	86%
<b>Clifton Day Revenues</b>	1,813	1,000	813	181%
<b>Homes Tour/Bazaar</b>	140	2,200	(2,060)	6%
<b>Farmers' Market Income</b>	0	1,360	(1,360)	0%
<b>Park Rental</b>	100	400	(300)	25%
<b>Interest Income</b>	792	645	147	123%
<b>S.R. - Litter Control Grant</b>	1,100	750	350	147%
<b>Other Income</b>	1,127	0	1,127	100%
<b>Total Income</b>	76,877	242,128	(165,251)	32%
<b>Expense</b>				
Centenial Birthday Celebration	2,000			
Uncategorized Expenses	0			
<b>Payroll Expenses</b>				
<b>Gross Wages</b>				
Town Clerk (Administrative)	0	0	0	0%
Town Clerk (Recording)	3,500	3,500	0	100%
Town Treasurer	3,500	3,500	0	100%
<b>Total Gross Wages</b>	7,000	7,000	0	100%
<b>Payroll Taxes</b>				
FICA	1,071	868	203	123%

**Town of Clifton**  
**Profit & Loss Budget vs. Actual**  
 July 2001 through June 2002

	Jul '01 - Jun '02	Budget	\$ Over Budget	% of Budget
Medicare	0	203	(203)	0%
Total Payroll Taxes	1,071	1,071	0	100%
<b>Total Payroll Expenses</b>	<b>8,071</b>	<b>8,071</b>	<b>0</b>	<b>100%</b>
<b>Contractual</b>				
Insurance	1,820	2,300	(480)	79%
Town Government				
Architectural Review Board	0	500	(500)	0%
Planning Commission	3,646	1,000	2,646	365%
Total Town Government	3,646	1,500	2,146	243%
Professional Fees				
Accounting	0	2,500	(2,500)	0%
Legal Fees	3,830	3,500	330	109%
Special Counsel	0	11,500	(11,500)	0%
Total Professional Fees	3,830	17,500	(13,670)	22%
Rent				
Railroad Siding Rental	775	800	(25)	97%
Ayre Square Rental	457	500	(43)	91%
Total Rent	1,232	1,300	(68)	95%
Town Maintenance				
Beautification Comm.	715	2,500	(1,785)	29%
Grounds Maintenance	1,432	3,500	(2,068)	41%
Town Hall Maintenance	434	10,000	(9,566)	4%
Ayre Square Maintenance	104			
Total Town Maintenance	2,685	16,000	(13,315)	17%
Town Services				
Fire Program	14,000	4,000	10,000	350%
Elections	385	600	(215)	64%
Grass Mowing	3,600	3,500	100	103%
Trash Collection	1,690	1,400	290	121%
Total Town Services	19,674	9,500	10,174	207%
Utilities				
Gas and Electric	1,058	3,800	(2,742)	28%
Water	286	250	36	115%
Total Utilities	1,344	4,050	(2,706)	33%
Legal Advertising	322	1,000	(678)	32%
Printing and Reproduction	0	600	(600)	0%
Dues and Subscriptions				
Va. Municipal League	306	267	39	115%
Dues and Subscriptions - Other	180	210	(30)	86%
Total Dues and Subscriptions	486	477	9	102%
Mayoral Reimbursement	1,658	1,000	658	166%
Caboose Expenses				
Caboose Electric	271	100	171	271%
Caboose - Trentane Gas	190	300	(110)	63%
Caboose Maintenance	400	2,500	(2,100)	16%
Total Caboose Expenses	861	2,900	(2,039)	30%
Community Hall Expenses				
C.H.-Equipment	214	2,000	(1,786)	11%
C.H.-General Maintenance	2,362	2,900	(538)	81%
C.H.-Cleaning	1,800	1,800	0	100%
C.H. Floors	1,450	2,400	(950)	60%
C.H. - Electric	9,276	7,000	2,276	133%
C.H.-Management Fee	3,454	3,274	180	106%
Total Community Hall Expenses	18,556	19,374	(818)	96%
Clifton Day Expenses	939			
Homes Tour/Bazaar Exp	390	600	(210)	65%

10/01/02

**Town of Clifton**  
**Profit & Loss Budget vs. Actual**  
 July 2001 through June 2002

	Jul '01 - Jun '02	Budget	\$ Over Budget	% of Budget
Miscellaneous	1,077	5,000	(3,923)	22%
<b>Total Contractual</b>	<b>58,519</b>	<b>83,100</b>	<b>(24,581)</b>	<b>70%</b>
Car Show Expense	125	125	0	100%
Farmers' Market Expense	330	272	58	121%
Haunted Trail Expenses	408	2,000	(1,592)	20%
Clifton Book Publication	0	0	0	0%
Commodities				
Copies	120	300	(180)	40%
Postage and Delivery	287	257	30	112%
Computer Supplies	108	700	(592)	15%
Office Supplies	103	900	(797)	11%
License Plates	520	1,028	(508)	51%
Miscellaneous	892	600	292	149%
<b>Total Commodities</b>	<b>2,030</b>	<b>3,785</b>	<b>(1,755)</b>	<b>54%</b>
CIF Expenses				
CIF-Playground Impr.	0	1,000	(1,000)	0%
CIF-Miscellaneous	0	1,000	(1,000)	0%
<b>Total CIF Expenses</b>	<b>0</b>	<b>2,000</b>	<b>(2,000)</b>	<b>0%</b>
Special Revenue Expenses				
S.R. - Litter Control	0	750	(750)	0%
<b>Total Special Revenue Expenses</b>	<b>0</b>	<b>750</b>	<b>(750)</b>	<b>0%</b>
Fed Fund-Transportation Proj				
F.F. - Transp. Project-Land	0	120,000	(120,000)	0%
F.F.- Transp. Project-Trails	1,103	40,716	(39,613)	3%
F. F.-Transp - Inkind Svcs	668	4,524	(3,856)	15%
Fed Fund-Transportation Proj - Other	0	0	0	0%
<b>Total Fed Fund-Transportation Proj</b>	<b>1,771</b>	<b>165,240</b>	<b>(163,469)</b>	<b>1%</b>
<b>Total Expense</b>	<b>73,254</b>	<b>265,344</b>	<b>(192,089)</b>	<b>28%</b>
<b>Net Ordinary Income</b>	<b>3,623</b>	<b>(23,216)</b>	<b>26,838</b>	<b>(16)%</b>
<b>Net Income</b>	<b>3,623</b>	<b>(23,216)</b>	<b>26,838</b>	<b>(16)%</b>

**Town of Clifton**  
**Balance Sheet Prev Year Comparison**  
**As of June 30, 2002**

10/01/02

	Jun 30, '02	Jun 30, '01	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
Checking/Savings				
Checking	-1,168.93	4,634.16	-5,803.09	-125.2%
Investments				
Clifton Heights Escrow	5,680.60	5,680.60	0.00	0.0%
Investments - Other	53,526.33	45,118.42	8,407.91	18.6%
<b>Total Investments</b>	<b>59,206.93</b>	<b>50,799.02</b>	<b>8,407.91</b>	<b>16.6%</b>
<b>Total Checking/Savings</b>	<b>58,038.00</b>	<b>55,433.18</b>	<b>2,604.82</b>	<b>4.7%</b>
<b>Accounts Receivable</b>				
Accounts Receivable				
BPOL Receivable	198.47	168.47	30.00	17.8%
Cigarette Tax Receivable	150.04	151.86	-1.82	-1.2%
Sales Tax Receivable	2,319.25	2,512.32	-193.07	-7.7%
Accounts Receivable - Other	1,000.18	1,000.18	0.00	0.0%
<b>Total Accounts Receivable</b>	<b>3,667.94</b>	<b>3,832.83</b>	<b>-164.89</b>	<b>-4.3%</b>
<b>Total Accounts Receivable</b>	<b>3,667.94</b>	<b>3,832.83</b>	<b>-164.89</b>	<b>-4.3%</b>
<b>Total Current Assets</b>	<b>61,705.94</b>	<b>59,266.01</b>	<b>2,439.93</b>	<b>4.1%</b>
<b>Fixed Assets</b>				
Fixed Assets				
Land	113,469.06	113,469.06	0.00	0.0%
Buildings	11,353.56	11,353.56	0.00	0.0%
Equipment	13,024.22	13,024.22	0.00	0.0%
Improvements	77,956.75	77,956.75	0.00	0.0%
<b>Total Fixed Assets</b>	<b>215,803.59</b>	<b>215,803.59</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Fixed Assets</b>	<b>215,803.59</b>	<b>215,803.59</b>	<b>0.00</b>	<b>0.0%</b>
<b>Other Assets</b>				
Other Asset				
Prepaid Expenses	136.00	136.00	0.00	0.0%
Prepaid Insurance	270.11	270.11	0.00	0.0%
<b>Total Other Asset</b>	<b>406.11</b>	<b>406.11</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Other Assets</b>	<b>406.11</b>	<b>406.11</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL ASSETS</b>	<b>277,915.64</b>	<b>275,475.71</b>	<b>2,439.93</b>	<b>0.9%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
Accounts Payable	-117.54	990.29	-1,107.83	-111.9%
<b>Total Accounts Payable</b>	<b>-117.54</b>	<b>990.29</b>	<b>-1,107.83</b>	<b>-111.9%</b>
Other Current Liabilities				
Escrow for PC -Clifton Heights	5,605.60	5,680.60	-75.00	-1.3%
<b>Total Other Current Liabilities</b>	<b>5,605.60</b>	<b>5,680.60</b>	<b>-75.00</b>	<b>-1.3%</b>
<b>Total Current Liabilities</b>	<b>5,488.06</b>	<b>6,670.89</b>	<b>-1,182.83</b>	<b>-17.7%</b>
<b>Total Liabilities</b>	<b>5,488.06</b>	<b>6,670.89</b>	<b>-1,182.83</b>	<b>-17.7%</b>
<b>Equity</b>				
Opening Bal G.F. Equity	22,342.95	22,342.95	0.00	0.0%
Opening Bal CIF Equity	220,901.68	220,901.68	0.00	0.0%
Retained Earnings	25,560.19	12,665.44	12,894.75	101.8%
Net Income	3,622.76	12,894.75	-9,271.99	-71.9%
<b>Total Equity</b>	<b>272,427.58</b>	<b>268,804.82</b>	<b>3,622.76</b>	<b>1.4%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>277,915.64</b>	<b>275,475.71</b>	<b>2,439.93</b>	<b>0.9%</b>

10/01/02

**Town of Clifton**  
**Community Hall Report**  
 July 2001 through June 2002

	Jul '01 - Jun '02	Jul '00 - Jun '01
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Community Hall Revenues</b>		
Community Hall Donations	0.00	4,425.00
Community Hall Rentals	12,120.00	10,352.50
<b>Total Community Hall Revenues</b>	12,120.00	14,777.50
<b>Total Income</b>	12,120.00	14,777.50
<b>Expense</b>		
<b>Contractual</b>		
<b>Community Hall Expenses</b>		
C.H.-Equipment	213.78	2,746.06
C.H.-General Maintenance	2,362.02	2,711.95
C.H.-Cleaning	1,800.00	3,413.57
C.H. - Electric	9,276.00	8,307.29
C.H.-Management Fee	3,454.00	1,741.59
<b>Total Community Hall Expenses</b>	17,105.80	18,920.46
<b>Total Contractual</b>	17,105.80	18,920.46
<b>Total Expense</b>	17,105.80	18,920.46
<b>Net Ordinary Income</b>	(4,985.80)	(4,142.96)
<b>Net Income</b>	(4,985.80)	(4,142.96)



Corporate Office  
10323 Lomond Drive  
Manassas, VA 20109

Mailing Address  
P.O. Box 2710  
Manassas, VA 20108  
(703) 335-0500

Gainesville Technical Center  
5399 Wellington Road  
Gainesville, VA 20155

Leesburg Office  
349 East Market Street  
Leesburg, VA 20176

Minnieville Office  
14500 Minnieville Road  
Woodbridge, VA 22193

Stafford Office  
2430 Poplar Road  
Fredericksburg, VA 22406

September 19, 2002

Mr. James C. Chesley  
Mayor, Town of Clifton  
7207 Main Street,  
Clifton, Virginia 20124-0225

Dear Jim,

I wanted to follow up with a recap of Wednesday's meeting with you and the Town Council to address issues related to NOVEC's pole replacement/relocation project in the Town of Clifton. During the meeting the council members expressed the following three major concerns:

- 1) NOVEC's intentions regarding the additional space on the poles;
- 2) The necessity for, and location of, certain poles and guy wires; and
- 3) NOVEC's ability to force other utilities (cable television and telephone companies) to relocate to the new poles.

The council members seemed to be receptive to Bob, Patrick, and my response to these concerns. The more predominate issue appeared to relate to a lack of consensus on behalf of the council as to exactly what needs to be done to improve the appearance of the utility infrastructure in the Town of Clifton. We, at NOVEC, felt that after a number of meetings with both you and the Town Council, that any issues regarding the franchise agreement had been resolved and our decision to proceed with the project was only a scheduling issue (the availability of a construction crew to do the work). It is my understanding from this meeting that it has been agreed by NOVEC and the Clifton Mayor and Town Council to temporarily stop construction activities until such time as the issues regarding the project scope could be resolved and a written franchise agreement executed between NOVEC and the Town of Clifton.

If I have missed any of the major points, please let me know and I would be pleased to include those issues in follow-up correspondence.

Sincerely,

A handwritten signature in black ink that reads "Charles F. Grinnan". The signature is written in a cursive, slightly stylized font.

Charles F. Grinnan  
Vice President of Administration

TOWN OF CLIFTON ENFORCEMENT STATS		JULY (2002)		AUGUST (2002)	
LOCATION OF OFFENSE	TYPE OF OFFENSE	SUMMONS WRITTEN	WARNINGS WRITTEN	SUMMONS WRITTEN	WARNINGS WRITTEN
11500 Yates Ford Road	Speeding	0	4	0	0
11722 Henderson Road	Speeding	0	1	0	0
12409 Henderson Road	Speeding	7	0	0	0
5600 Clifton Road	Speeding	0	1	0	0
6100 Clifton Road	Speeding	0	0	0	6
6700 Clifton Road	Speeding	0	1	0	0
7152 Clifton Road	Expired License Plates	0	0	0	1
Chapel Road/Water Street	Disregard Stop Sign	2	0	0	0
Clifton Road/Braddock Road	Speeding	0	1	0	0
Clifton Road/Burns Way	Speeding	4	0	5	11
Clifton Road/Burns Way	No County Sticker	0	0	1	0
Clifton Road/Burns Way	Expired License Plates	0	0	0	1
Clifton Road/Burns Way	No Operators License	0	0	1	0
Clifton Road/Cedar Ridge	Suspended	1	0	0	0
Clifton Road/Cedar Ridge	Speeding	0	2	1	0
Clifton Road/Chapel Street	Expired License Plates	1	0	0	0
Clifton Road/Clifton Creek Drive	Revoked/DUI Related	1	0	0	0
Clifton Road/Clifton Creek Drive	No State Inspection	1	1	0	0
Clifton Road/Compton Road	No Liability Insurance	0	0	1	0
Clifton Road/Compton Road	Speeding	0	0	0	1
Clifton Road/Compton Road	Improper Registration	0	0	1	0
Clifton Road/Compton Road	Driving on Suspended	0	0	1	0
Clifton Road/Ford Lane	Disregard Highway Sign	0	1	0	0
Clifton Road/Henderson Road	Speeding	23	3	2	0
Clifton Road/Henderson Road	Suspended	1	0	0	0
Clifton Road/Henderson Road	Reckless	2	0	0	0
Clifton Road/Johnny Moore Lane	Speeding	0	2	0	0
Clifton Road/Knollbrook	Speeding	0	1	0	0
Clifton Road/Laurel Glen	Speeding	0	0	1	0
Clifton Road/Knollbrook	Disregard Stop Sign	0	1	0	0
Clifton Road/Main Street	Speeding	0	0	0	2



Clifton Road/Main Street	Failure to Obey Hwy Sign	0	0	1	0
Clifton Road/Main Street	Disregard Stop Sign	11	6	2	5
Clifton Road/Main Street	Suspended	1	0	0	0
Clifton Road/Main Street	No Operators License	0	0	0	1
<b>TOWN OF CLIFTON ENFORCEMENT STATS</b>		<b>JULY (2002)</b>		<b>AUGUST (2002)</b>	
<b>LOCATION OF OFFENSE</b>	<b>TYPE OF OFFENSE</b>	<b>SUMMONS WRITTEN</b>	<b>WARNINGS WRITTEN</b>	<b>SUMMONS WRITTEN</b>	<b>WARNINGS WRITTEN</b>
Clifton Road/Main Street	Expired License Plates	1	0	0	0
Clifton Road/Main Street	Expired State Inspection	3	1	0	0
Clifton Road/Main Street	Defective Equipment	0	1	0	1
Clifton Road/Maple Branch Road	Expired License Plates	1	0	0	0
Clifton Road/Maple Branch Road	Expired State Inspection	1	0	0	0
Clifton Road/Loth Lorian Drive	Speeding	0	0	0	1
Clifton Road/Lauren Glen Road	Speeding	0	0	0	1
Clifton Road/Laura Leaf Lane	Speeding	0	0	0	2
Clifton Road/New Braddock Road	Speeding	0	0	0	2
Clifton Road/Newman Road	Disregard Officer Handsgnl	0	0	1	0
Clifton Road/Newman Road	Reckless	0	0	1	0
Clifton Road/Newman Road	Speeding	4	0	18	16
Clifton Road/Newman Road	Failure to Obey Hwy Sign	0	0	2	0
Clifton Road/Popes Head Road	Speeding	1	0	0	0
Clifton Road/Sandy Manor Drive	Improper Exhaust	0	0	1	0
Clifton Road/School Street	Speeding	1	0	0	0
Clifton Road/Twin Lakes Drive	Speeding	0	0	0	3
Clifton Road/Wesley Tyler Road	Speeding	1	0	0	0
Clifton Road/White Rock Road	Following Too Closely	1	0	0	0
Clifton Road/White Rock Road	Speeding	1	0	0	0
Clifton Road/Willowbrook Road	Speeding	12	0	2	0
Clifton Road/Willowbrook Road	Expired License Plates	1	0	0	0
Clifton Road/Willowbrook Road	Expired State Inspection	0	0	1	0
Clifton Road/Willowbrook Road	Wearing Earphones	0	1	0	0
Clifton Road/Wolf Run Shoals Road	Expired State Inspection	1	1	0	0
Clifton Road/Wolf Run Shoals Road	Suspended	1	0	0	0
Clifton Road/Wolf Run Shoals Road	No County Sticker	1	0	0	0

Clifton Road/Wycklow Road	Speeding	5	0	0	0
Clifton Road/Yates Ford Road	Speeding	0	0	0	7
Colchester Road/Fairfax Station Road	Speeding	0	0	0	1
Colchester Road/Fairfax Hunt Road	Speeding	0	0	0	1
Compton Road/Union Mill Road	Suspended	0	0	1	0
Compton Road/Union Mill Road	No Operators License	0	0	1	0
Compton Road/Union Mill Road	Speeding	0	0	2	12
Henderson Road/Henderson Court	Expired License Plates	1	0	0	0
<b>TOWN OF CLIFTON ENFORCEMENT STATS</b>		<b>JULY (2002)</b>		<b>AUGUST (2002)</b>	
<b>LOCATION OF OFFENSE</b>	<b>TYPE OF OFFENSE</b>	<b>SUMMONS WRITTEN</b>	<b>WARNINGS WRITTEN</b>	<b>SUMMONS WRITTEN</b>	<b>WARNINGS WRITTEN</b>
Henderson Road/Henderson Court	Expired License Plates	1	0	0	0
Henderson Road/Henderson Court	Speeding	1	0	0	0
Main Street/Chapel Road	Expired License Plates	0	0	0	1
Main Street/Chapel Road	Disregard Stop Sign	0	0	0	1
Main Street/Chapel Road	No Front Tag	0	0	0	3
Main Street/Church Street	Disregard Stop Sign	0	1	0	3
Main Street/Clifton Creek Drive	Expired License Plates	1	1	0	0
Main Street/Clifton Creek Drive	Failure Display Both Plates	0	2	0	0
Main Street/Railroad Tracks	No Valid OL	1	0	0	0
Main Street/Railroad Tracks	No State Inspection	1	0	0	0
Newman Road/Buff Ridge Lane	Speeding	2	0	0	0
Old Yates Ford Road/Kincheloe Road	Speeding	0	11	0	2
Old Yates Ford/Henderson Road	Disregard Highway Sign	0	1	0	0
Wolf Run Shoals Road/Burke Commons Road	Speeding	1	0	0	0
Wolf Run Shoals Road/Lakewood Lane	Revoked Operators License	0	0	1	0
Yates Ford Road/Morwood Trail	Speeding	0	0	1	0
	<b>TOTAL</b>	<b>100</b>	<b>45</b>	<b>49</b>	<b>86</b>

**Accidents**

**Subcensus 909.01 (Town of Clifton)**

**07/01/01 - 08/31/01 and 07/01/02 - 08/31/02**

**2001**

08/08/2001      MAIN                      KINCHLOE              Hit & Run - no injury

**2002**

08/16/2002      NEWMAN                      CLIFTON              No Injury

**Traffic Summons**

**Subcensus 909.01 (Town of Clifton)**

**07/01/01 - 08/31/01 and 07/01/02 - 08/31/02**

**2001**

08/21/2001      Main                      Chapel              Invalid Inspection

08/21/2001      Main                      Chapel              Invalid Inspection

08/24/2001      Main                      Chapel              No OL

**2002**

07/02/2002      Clifton                      Main              Fail to obey stop/yield

07/02/2002      Clifton                      Main              Fail to obey stop/yield

07/02/2002      Clifton                      Main              Fail to obey stop/yield

07/02/2002      Clifton                      Main              Fail to obey stop/yield

07/02/2002      Clifton                      Main              Fail to obey stop/yield

07/09/2002      Clifton                      Main              Fail to obey stop/yield

07/09/2002      Clifton                      Main              Fail to obey stop/yield

07/09/2002      Clifton                      Main              Fail to obey stop/yield

07/16/2002      Clifton                      Main              Invalid Inspection

07/18/2002      Main                      RR Tracks              No OL

07/18/2002      Main                      RR Tracks              Invalid Inspection

07/18/2002      Clifton                      Main              Drive on revoked/suspended

07/18/2002      Clifton                      Main              Fail to obey stop/yield

07/23/2002      Clifton                      Clifton Creek              Invalid Inspection

07/23/2002      Main                      Clifton Creek              Expired Registration

07/23/2002      Chapel                      Water              Fail to obey traffic signal

07/23/2002      Clifton                      Main              Invalid Inspection

07/23/2002      Chapel                      Water              Fail to obey traffic signal

07/23/2002      Clifton                      Main              Invalid Inspection

07/31/2002      Clifton                      Chapel              Expired Registration

08/07/2002      Clifton                      Main              Expired Registration

08/07/2002      Clifton                      Main              Invalid Inspection

08/07/2002      Clifton                      Main              Invalid Inspection

08/07/2002      Clifton                      Main              Expired Registration

08/07/2002      Clifton                      Main              Expired Registration

25

*Routine  
enforcement  
By Motors*

Accidents

Subcensus 909.01 (Town of Clifton)

01/01/01 - 08/31/02 and 01/01/02 - 08/31/02

<u>2001</u>	<u>Street</u>	<u>Intersection</u>	<u>Type*</u>
01/26/2001	NEWMAN	CLIFTON	4
02/12/2001	CLIFTON	NEWMAN	1
02/15/2001	CLIFTON	SCHOOL	1
02/23/2001	STONE HAVEN	SOUTH SPRINGS	3
03/13/2001	CLIFTON	PENDLETON	1
05/24/2001	CLIFTON	NEWMAN	4
05/24/2001	HENDERSON	MAPLE BRANCH	3
06/01/2001	NEWMAN	CLIFTON	4
06/03/2001	CLIFTON	BURNS	1
08/08/2001	MAIN	KINCHLOE	3

10

<u>2002</u>	<u>Street</u>	<u>Intersection</u>	<u>Type*</u>
01/02/2002	CLIFTON	SCHOOL	1
01/03/2002	KINCHELOE	WHITE FOX	1
01/26/2002	TREY	UNION MILL	3
02/01/2002	CHESTNUT	MAIN	4
02/10/2002	CLIFTON	NEWMAN	1
04/05/2002	CLIFTON	NEWMAN	1
04/30/2002	CLIFTON	RICHARDS	1
05/10/2002	VOGUE	OX	3
06/29/2002	MAIN	CHAPEL	1
08/16/2002	NEWMAN	CLIFTON	1

10

Accident Types\*

- 1 - no injury
- 3 - hit & run / no injury
- 4 - injury

**Section 82-5-1. Parking prohibited in specified places.**

(a) No person shall park a vehicle, except when necessary to avoid a conflict with other traffic or in compliance with the directions of a police officer or traffic-control device, in any of the following places:

- (1) On a
- (2) In front of, or within ten (10) feet to either side of, a public or private driveway;
- (3) Within an
- (4) Within fifteen (15) feet of a fire hydrant located on private or public property or within a fire lane as defined in Chapter 62 (Fire Protection), of the Code of the County of Fairfax;
- (5) On a
- (6) Within twenty (20) feet of a crosswalk at an
- (7) Within thirty (30) feet upon the approach of any flashing beacon, stop sign or traffic-control signal located at the side of a roadway;
- (8) Between a safety zone and the adjacent curb or within thirty (30) feet of points on the curb immediately opposite the ends of a safety zone, a different length is indicated by official signs or markings;
- (9) Within fifty (50) feet of the nearest rail of a railroad grade ←
- (10) Within twenty (20) feet of the driveway entrance to any fire station and on the street opposite the entrance to any fire station within seventy-five (75) feet of the entrance when properly signposted;
- (11) Alongside or opposite any street excavation or obstruction when such parking would obstruct traffic;
- (12) On the roadway side of any vehicle parked at the edge or curb of the street;
- (13) Upon any bridge or other elevated structure upon a street or highway or within a tunnel;
- (14) At any place where official signs prohibit
- (15) Repealed;
- (16) So as to prevent the use of curb ramps located on public property or on privately owned property open to the public.

(b) No person other than a police officer shall move a vehicle into any such prohibited area or away from a curb such distance as is unlawful, or start or cause to be started the motor of any motor vehicle or shift, change or move the levers, brake, starting device, gears, or other mechanism of a parked motor vehicle to a position other than that in which it was left by the owner or driver thereof, or attempt to do so. (3-13-63; Code, § 16-121; 14-74-16; 37-76-82; 38-76-82; 28-80-82; 17-83-82; 34-84-82; 31-91-82; 49-93-82; 18-97-82.)

TOWN OF CLIFTON, VIRGINIA

TREASURER'S REPORT

1-Oct-02

STATEMENT OF CASH BALANCES

Regular Checking Account:	\$1,461
Money Market Savings Account:	\$41,947
Planning Commission Escrow: Overson	<u>\$5,680</u>
 TOTAL CASH BALANCE:	 <u><u>\$49,088</u></u>

Treasurer's Report prepared by:

Marilyn Barton  
Treasurer

TOWN OF CLIFTON, VIRGINIA

TREASURER'S REPORT

1-Oct-02

STATEMENT OF CASH BALANCES

Regular Checking Account:	\$1,461
Money Market Savings Account:	\$41,947
Planning Commission Escrow: Overson	<u>\$5,680</u>
 TOTAL CASH BALANCE:	 <u><u>\$49,088</u></u>

Treasurer's Report prepared by:

Marilyn Barton  
Treasurer

File  
copy

Minutes  
Clifton Town Council Meeting  
Tuesday, November 5, 2002  
Clifton Town Hall

Present: Mayor Jim Chesley, Mac Arnold, Margo Buckley, Laura Harrington, Bill Hollaway, Wayne Nickum, Town Attorney Rod Williams; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Motion made to approve minutes of October 1, 2002, Town Council meeting. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
2. Treasurer's report: Marilyn Barton
  - a. Checks, over amount of \$500, approved:
    1. \$1218.02 for air conditioning bill, Town Hall
    2. \$600, cleaning bill for Town Hall, July through October, 2002
    3. \$998.28 to Margo Buckley for Town Hall management fee
  - b. Donation of \$25 received from Wayne Nickum for playground reserve fund
  - c. Motion made to approve report. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum
3. ARB: Royce Jarrendt
  - a. Clifton Baptist Church sign approved
  - b. Plans for McCarthy detached garage approved
4. BZA: no report
5. Industrial Bond Authority report: Brant Baber
  - a. This item will be put on agenda for January 2003 Town Council meeting
  - b. Rod Williams has not yet had the opportunity to review.
6. Clifton Day report: Jim Fullerton
  - a. Jim spoke of pending changes for Clifton Day, and the possibility that it would be more of a bluegrass festival in the future.
  - b. Jim is not in favor of charging an admission fee for this event.
  - c. Finding volunteers to staff Clifton Day continues to be a problem.
  - d. Number of vendors is down from previous years.
  - e. Publicity and advertising for event need to be improved.
7. Tom Peterson brought up the idea to hold a town golf tournament, perhaps at Fair Lakes. This will be discussed further at the December 2002 meeting.
8. Planning Commission: Bill Hollaway
  - a. McCarthy detached garage use permit: approved unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
  - b. McCarthy circular gravel driveway use permit: approved unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
  - c. New zoning district proposal: motion made to study the creation of this new district (which would be known as a Community Open Space and Recreation district, or COSR), pending review by town attorney, and to hold a public informational meeting. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
  - d. Investigation of town property at 7207 Main Street: structure built is not structure that was



approved. Royce will accept a re-submission of plans and make a full review. Jim Chesley will, in turn, contact his architect. Royce suggested that in the future, the ARB should require a \$5000 deposit for large building projects, with the fee being returned after building is thoroughly inspected and checked. Mac Arnold suggested that the Planning Commission work with the ARB to write an ordinance that will address this issue and provide guidelines to follow.

9. HUD Affordable Housing update: Brant Baber

a. Recommendation to enter into a contract with CLC (Commercial Lending Corporation) in order to get HUD project started.

b. Motion made to recommend that Town Council approve previous contract, and add stipulation giving the Mayor authority to sign the contract. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

c. Jim Chesley made a motion to hold a special Town Council meeting to discuss and vote on terms of this agreement and to hear the town attorney's review of the contract. Passed unanimously; Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

10. Discussion of town election matrix of options, including the election of mayor by Town Council members, and process involving selection of vice-mayor. Discussion will be continued at December Town Council meeting.

11. Summer in the Park, 2003: purpose of event is bringing people together and coalescing various groups and committees. Motion made to form a committee to work on this event. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

12. Fall clean-up: since the town has held a specific clean-up event, our litter control grant has doubled from \$500 to \$1000. Mayor Chesley will submit the report, but cautions that the amount will not be this much due to recent state budget cuts.

13. Gilliam property: a conservation trust easement has been offered, but Gilliam does not seem interested. We, as a town, will try to move forward and prevent any future development of these 9.4 acres.

14. ISTEAs funds: Mayor Chesley has received a letter from the state requesting a status report on Clifton's town projects, beginning in December, 2002. A second letter soon followed, stating that there might not be funds available due to massive budget constraints. Because of this situation, Jim wants to use the money we have already collected and decide on what projects to finance.

15. Special Town Council meeting will be held on November 17, 2002, to discuss the following:

a. ISTEAs funds and how they are to be used

b. Gilliam property

c. HUD Affordable Housing project

16. Letter received from Northern Virginia Park Authority, stating that large busses, with the exception of school busses, will be prohibited from Yates Ford Road leading to the entrance of Hemlock Overlook. Homeowners report that there have been many improvements and that it is evident that the Park Authority is truly interested in their concerns.

17. General announcements:

a. Town Council member assignments will be reviewed at December meeting.

b. Supervisor Elaine McConnell will be receiving a special award at a dinner given in her honor.

c. Arbor or beautification committee will be looking into how to join up with Tree City project.

18. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

Minutes  
Special Clifton Town Council Meeting  
Sunday, November 17, 2002  
Clifton Town Hall

Present: Mayor Jim Chesley, Margo Buckley, Laura Harrington, Bill Hollaway, Town Attorney Rod Williams; residents and guests of the town

The Pledge of Allegiance was said by all.

1. ISTEA funds: Because of November 15, 2002, deadline, Mayor went ahead and submitted the town plan. We can now prioritize items with a focus on transportation. There are three major categories:
  - a. preliminary engineering
  - b. right of way
  - c. construction

We should make decisions by the spring of 2003.

2. Gilliam property update: According to Rick Peterson, Mr. Gilliam has now professed a willingness to sell 5 acres to the town for \$100,000. A restricted covenant ~~would have to be included~~ that would prohibit any future development of this land. Before the town proceeds, an appraisal ~~must be done~~. It was suggested that we contact Katie Goldberg of the Nature Conservatory. Jim Fullerton has offered to draw up a preliminary contract between town and Gilliam. More information will follow at the next Town Council meeting.

*Chg. to Could*  
*should*

3. HUD Affordable Housing Plan: Brant Baber

Brant presented his recommendation to the town of Clifton to use Commercial Lending Corporation (CLC) as a financial agent in handling the acquisition and rehabilitation of HUD properties. Motion made to adopt the attached resolution. Passed unanimously: Chesley, Buckley, Harrington, Hollaway. A revised copy of the contract will be forwarded to Rod Williams for review.

4. On December 7, 2002, the Clifton Horse Society will present their Carolers on Horseback program at 2 P.M., followed by a gathering at King's field. From 4 until 8 P.M., the Clifton Holiday Homes Tour will take place. A banner will be displayed on Main Street to advertise this annual town event.

5. Motion made to adjourn. Passed unanimously: Chesley, Buckley, Harrington, Hollaway.

## **Resolution Concerning HUD Homes Program**

The Mayor and Council of the Town of Clifton, Virginia hereby resolve as follows:

1. The Contract for Services between the Town and Commercial Lending Corporation, LLC, a Virginia limited liability company (the "Contract") hereby is approved, substantially in the form presented at this meeting, with such changes, insertion or omissions as the Mayor, upon advice of counsel, may determine to be necessary or appropriate and not create materially greater risks or materially reduced benefits to the Town, as evidenced by the Mayor's execution thereof.
2. The Town is authorized to execute and deliver all notes, deeds of trust, financing statements and other instruments in connection with financing the acquisition and rehabilitation of properties acquired under the Contract (the "Financing") on the terms contemplated by the Contract. The sole remedy of the lender and/or and successor or assignee of the lender in connection with the Financing documents shall be against the properties acquired by the Town under the Contract (individually, a "Unit" and collectively, "Units"), and that the Town shall have no general corporate obligation under or in connection with the Financing. In no event shall any elected or appointed official or agent of the Town have any personal liability in connection with the Contract or the Financing.
3. For the purpose of assuring compliance with Virginia Code Section 15.2-1800B, the Town shall (i) hold a public hearing prior to the settlement for the purchase of each Unit from HUD, the subject of which will be the Town's participation in the HUD Program (as defined in the Contract) and the Town's intention to borrow money on a nonrecourse basis, impose a lien on each Unit so purchased from time to time and comply with its obligations under the Contract, and (ii) hold a public hearing monthly with respect to the anticipated sale of any Units that have not been identified specifically during any prior public hearing of the Town, which either have been acquired by the Town or with respect to which a purchase contract has been executed by the Town, and are expected to be sold after acquisition on the terms permitted under the Contract and under the HUD Program, without disclosing details with respect to the sale of particular Units.

4. Jim Chesley and Brant Baber each is designated to execute all instruments and take all action required under the Contract and in connection with the Financing

5. This resolution shall take effect immediately.

November 17, 2002 7:30 P.M.  
Clifton Town Meeting Hall, 12641 Chapel Road

\*\*\*\*\*

Special Clifton Town Council Meeting

Agenda

1. ISTEA Funds
2. Gilliam property
3. HUD Affordable Housing: new contract

Special  
Town  
Council  
Meeting  
Notes

found to be in perfect shape. New checkovers, several repairs, and the trailer was completed  
and you made (476) 243-1380 for more info. Call today to check. 7/17/2002 12:00

**ADDITIONAL INFORMATION**  
[ Search | Place an Ad | Find a Dealer/Broker | Resources ]  
[ Contact Us | About Us | Help | Privacy Policy ]

**Copyright © 2002 Trader Publishing Company**  
All rights reserved.  
This document is strictly for informational, non-commercial purposes.

**DEALER INFORMATION – Email Lawrence Boat Works for more information on this Albemarle**

Lawrence Boat Works

21088 Marine Road  
Horseshoe, VA 22624

**cwlboat@aol.com**

PHONE: (540) 257-7838

FAX: (540) 257-7838

*Rescue, VA*



[ Search | Place an Ad | Find a Dealer/Broker | Resources ]  
[ Contact Us | About Us | Help | Privacy Policy ]

**Copyright © 2002 Trader Publishing Company**

All rights reserved.  
This document is strictly for informational, non-commercial purposes.

\* Nov. 17, 2002

Special T.C. Mtg. →

① ISTEA funds

\* Tag to Brant

Commonwealth Transp. Brant Program / Commonwealth of VA

See Planning Document -

Pg 3

Jimmy sent ahead of submitted this plan - because he had to have it in by the <sup>Nov.</sup> 15th deadline

Present:

- Margo
- Jimmy
- Bill
- Laura

Rod  
me



Margo would rather use \$ for land  
But - this is different

✓ We can prioritize items - ~~next~~ next month (December)

focus: people/transportation

See form: ③ major categories

- Preliminary engineering
- Right of way

- Construction

Home  
Tour  
December  
7, 2002  
4-8 P.M.

this was originally enhancement of railroad

Re: funds - we should make decisions by the spring

Lawyers: wading through the minutia incredibly



② Gillian Property - willing to sell  
 2-3 acres for \$100,000? ~~Project stays in this~~  
~~Area~~ esp. if it's unbailable -  
 doesn't make sense  
~~Area~~

\* Restricted covenant would have to go along  
 w/ any plan so  
 bond

[State recognized program]

Security bond?  
 the surety bond and liability contract  
 Mac Eubank policy?

Rod Margo

③ HUD - Grant Baber

what will town make per home  
 sold? Baber recommends the following -

55% of net profit  
 w/ flow of  
 1% of sales price of house

CLC Commercial Funding Corp.

\* Baber recommends he & Mayor oversee program - but Baber is NOT the town's lawyer

town authorize contract  
 execution of all instruments -  
 no general corporate obligation



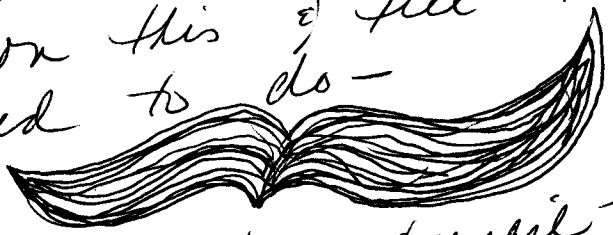
3) Continued Hud discussion -

CLC  
LLC

CLC will make bids on behalf of the town -  
they will not participate in any 3rd party negotiations -

once bought, the houses then must be rehabed -

Public hearing on sale of real estate? Another will be needed for the purchase of the houses? - Rod should check on this & tell T.C. what we need to do -



Every town council mtg. should devote 10-15 min. on what is happening -

No Nae -  
No Wayne  
might be  
gotta wait  
we wait  
more  
have  
feedback

So much time  
& effort  
in front of  
part of  
will be  
town  
volunteers

\$10,000?  
incentive

How much time will all this take!  
Too long, honey! Too long, baby

Buy: ~~ATP~~ SEATTLE coffee  
very, very delicious  
coffee, especially  
the wonderful  
latte' I had  
Saturday at the  
Smithsonian - Arts &  
Industries

Grant -  
never  
well spoken,  
very intelligent

★ Re comment: what did Brant recommend -

Our control is over our agent - we let them handle most of details - they hire whomever they need to complete work & contracts they will keep everyone informed w/ Brant overseeing whole deal & reviewing

Copies of report every month - everyone will receive a copy

\*according to Brant

Motion } Margo

John

execute this contract

w/ CLC w/ exhibit c to be amended by P Babu w/ respect

ok! passed now

512 copy of resolution

\$1000.00

per home over of above agreed - open profit of home

Revised Contract to Rod Williams -  
Absolutely, honey!

⊛ Motion to allow mayor

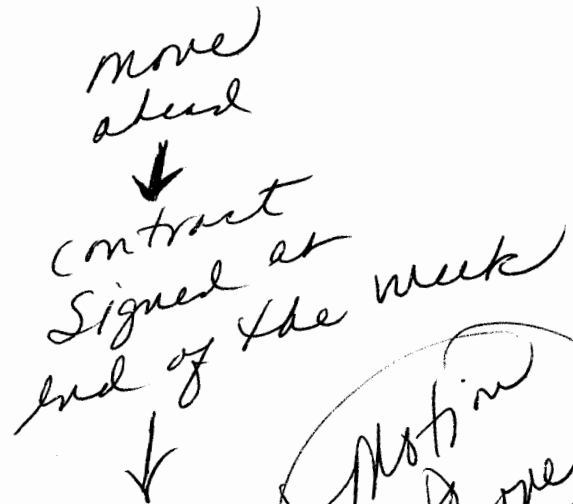
Successful  
bids  
Next week -

not

Motion to

go ahead &  
bid as our agent  
of acquire (hopefully)  
acquisition

okay



Lighter  
horse Society

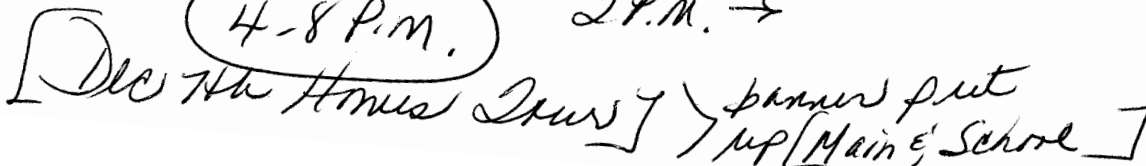
Dec 7th  
Carroll

4-8 P.M.

2 P.M. →

requested  
3 auxiliary  
police w/  
if police consent

With  
dump  
pick-up



Industrial development



Rick Fullerton

Gilliam property update

Two highly clones of each other -

\$100,000 } 5 acres

proposal -  
Jim Fullerton  
will write up  
contract

Time is very important -  
payment is made by trust  
in total

Re-imbursement

We need a  
appraisal done

Nature Conservancy  
for  
(Katie Goldberg)

Restrictive  
Amendment

Charitable  
deduction

tell Gilliam what ~~we~~ we  
will do with this

11-1 PM -

\*Conservation Trust

November 5, 2002 7:30 P.M.  
CLIFTON TOWN MEETING HALL, 12641 CHAPEL ROAD.

*lane*

CLIFTON TOWN COUNCIL MEETING

AGENDA

- ✓ 1. Treasurers Report Chesley  
Arnold  
Buckley
- ✓ 2. Planning Commission Harrington  
Hollaway  
Nickum
  - a. Applications Jarrendt  
Effros  
Barton  
Wallace  
Williams
- ✓ 3. ARB
- ✓ 4. BZA } *no report tonight*
- 5. Financial Committee Update *(Mac Arnold)*
- ✓ 6. Affordable Housing Update *(B. Baber)*
- ✓ 7. Industrial Bond Authority
- ✓ 8. Town Election Matrix Discussion
- ✓ 9. Summer in the Park 2003 *Wayne D*
- ✓ 10. Clifton Community Meeting Discussion Update } *table - Effros not here*
- ✓ 11. Fall Clean Up - Funds Received
- ✓ 12. Gilliam Property / ISTEPA Funds redirection
- ✓ 13. NVRPA letter re: Hemlock Park *L. Harrington?*
- 14. Town authorization for check limit } amount
- 15. Other

*Use permits -  
McCarthy  
D. Newry (Circular)  
Garage (?)  
Both approved*

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

Posted, Post Office and Store

*Add-  
incl: T.C. Assignments*

Minutes  
Clifton Town Council Meeting  
Tuesday, November 5, 2002  
Clifton Town Hall

Rough  
Draft

Present: Mayor Jim Chesley, Mac Arnold, Margo Buckley, Laura Harrington, Bill Hollaway, Wayne Nickum, Town Attorney Rod Williams; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Motion made to approve minutes of October 1, 2002, Town Council meeting. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
2. Treasurer's report: Marilyn Barton
  - a. Checks, over amount of \$500, approved:
    1. \$1218.02 for air conditioning bill, Town Hall
    2. \$600, cleaning bill for Town Hall, July through October, 2002
    3. \$998.28 to Margo Buckley for Town Hall management fee
  - b. Donation of \$25 received from Wayne Nickum for playground reserve fund
  - c. Motion made to approve report. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum
3. ARB: Royce Jarrendt
  - a. Clifton Baptist Church sign approved
  - b. Plans for McCarthy detached garage approved
4. BZA: no report
5. Industrial Bond Authority report: Brant Baber
  - a. This item will be put on agenda for January 2003 Town Council meeting
  - b. Rod Williams has not yet had the opportunity to review.
6. Clifton Day report: Jim Fullerton
  - a. Jim spoke of pending changes for Clifton Day, and the possibility that it would be more of a bluegrass festival in the future.
  - b. Jim ~~does~~ is not in favor of charging an admission fee for this event.
  - c. Finding volunteers to staff Clifton Day continues to be a problem.
  - d. Number of vendors is down from previous years.
  - e. Publicity and advertising for event need to be improved.
7. Tom Peterson brought up the idea to hold a town golf tournament, perhaps at Fair Lakes. This will be discussed further at the December 2002 meeting.
8. Planning Commission: Bill Hollaway
  - a. McCarthy detached garage use permit: approved unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
  - b. McCarthy circular gravel driveway use permit: approved unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
  - c. New zoning district proposal: motion made to study the creation of this new district (which would be known as a Community Open Space and Recreation district, or COSR), pending review by town attorney, and to hold a public informational meeting. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
  - d. Investigation of town property at 7207 Main Street: structure built is not structure that was

\*

approved. Royce will accept a re-submission of plans and make a full review. Jim Chesley will, in turn, contact his architect. Royce suggested that in the future, the ARB should require a \$5000 deposit for large building projects, with the fee being returned after building is thoroughly inspected and checked. Mac Arnold suggested that the Planning Commission work with the ARB to write an ordinance that will address this issue and provide guidelines to follow.

9. HUD Affordable Housing update: Brant Baber

a. Recommendation to enter into a contract with CLC (Commercial Lending Corporation) in order to get HUD project started.

b. Motion made to recommend that Town Council approve previous contract, and add stipulation giving the Mayor authority to sign the contract. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum. *THE TOWN ATTORNEY*

\* c. Jim Chesley made a motion to hold a special Town Council meeting to discuss and vote on terms of this agreement and to hear ~~Bob's~~ review of the contract. Passed unanimously; Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

10. Discussion of town election matrix of options, including the election of mayor by Town Council members, and process involving selection of vice-mayor. Discussion will be continued at December Town Council meeting.

11. Summer in the Park, 2003: purpose of event is bringing people together and coalescing various groups and committees. Motion made to form a committee to work on this event. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

12. Fall clean-up: since the town has held a specific clean-up event, our litter control grant has doubled from \$500 to \$1000. Mayor Chesley will submit the report, but cautions that the amount will not be this much due to recent state budget cuts.

13. Gilliam property: a conservation trust easement has been offered, but Gilliam does not seem interested. We, as a town, will try to move forward and prevent any future development of these 9.4 acres.

14. ISTE A funds: Mayor Chesley has received a letter from the state requesting a status report on Clifton's town projects, beginning in December, 2002. A second letter soon followed, stating that there might not be funds available due to massive budget constraints. Because of this situation, Jim wants to use the money we have already collected and decide on what projects to finance.

15. Special Town Council meeting will be held on November 17, 2002, to discuss the following:

- a. ISTE A funds and how they are to be used
- b. Gilliam property
- c. HUD Affordable Housing project

16. Letter received from Northern Virginia Park Authority, stating that large busses, with the exception of school busses, will be prohibited from Yates Ford Road leading to the entrance of Hemlock Overlook. Homeowners report that there have been many improvements and that it is evident that the Park Authority is truly interested in their concerns.

17. General announcements:

- a. Town Council member assignments will be reviewed at December meeting.
- b. Supervisor Elaine McConnell will be receiving a special award at a dinner given in her honor.
- c. Arbor or beautification committee will be looking into how to join up with Tree City project.

18. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

November 5, 2002 7:30 P.M.  
CLIFTON TOWN MEETING HALL, 12641 CHAPEL ROAD

CLIFTON TOWN COUNCIL MEETING

AGENDA

- |   |                                  |
|---|----------------------------------|
| 1. Treasurers Report                            | Chesley<br>Arnold<br>Buckley     |
| 2. Planning Commission<br>a. Applications       | Harrington<br>Hollaway<br>Nickum |
| 3. ARB  | Jarrendt<br>Effros               |
| 4. BZA  | Barton<br>Wallace<br>Williams    |
| 5. Financial Committee Update                   |                                  |
| 6. Affordable Housing Update                    |                                  |
| 7. Industrial Bond Authority                    |                                  |
| 8. Town Election Matrix Discussion              |                                  |
| 9. Summer in the Park 2003                      |                                  |
| 10. Clifton Community Meeting Discussion Update |                                  |
| 11. Fall Clean Up - Funds Received              |                                  |
| 12. Gilliam Property / ISTEPA Funds redirection |                                  |
| 13. NVRPA letter re: Hemlock Park               |                                  |
| 14. Town authorization for check limit          |                                  |
| 15. Other                                       |                                  |

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

Posted, Post Office and Store





ENHANCEMENT PROGRAM  
PROJECT STATUS UPDATE  
AND 2003 FUNDING REQUEST

1STEA - preliminary plan

COMMONWEALTH OF VIRGINIA

Date: 11/15/2002

A. Sponsor (Government, State Agency, etc.) Name and Address

TOWN OF CLIFTON  
P.O. BOX 309  
CLIFTON, VA 20124-0309

B. Responsible Person / Title

Telephone 703-830-2129 Fax 301-227-1709 Email CAESLEYJC@NSWCDD.NAVY.MIL  
Project Manager (Non-Profit Org, etc) JAMES C. CAESLEY  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

C. Project Description

Project Title: MAIN STREET PEDESTRIAN & BICYCLE PLAZA AND PATHWAYS  
Project Number: EN 96-194-V35, PE 101, C501

Project Description:

BUILD BRICK PEDESTRIAN PLAZA AT INTERSECTION OF MAIN STREET & RAILROAD (WITH LIGHTING/SEATING PARKING LOT/LANDSCAPING); BUILD WALKWAY FROM PLAZA ACROSS RAILROAD TO ELEMENTARY SCHOOL ENTRANCE (SIGNAGE/UTILITY POLE REMOVAL/UNDERGROUND UTILITIES/ACQUIRE ROW); BUILD WALKWAY FROM PLAZA TO AND AROUND 5 ACRE OPEN SPACE. ACQUIRE ADJACENT 9.4 ACRES IF POSSIBLE; PLACE POST MOUNTED CLOCK/WASTE RECEPTACLES IN PLAZA; LAND SCAPING/RAISED PLANTERS,

D. Additional Enhancement Funds Requested \$ \_\_\_\_\_  
(Do not include match requirement)

E. ITEMIZED REQUEST - COMPLETE AND RETURN THE ATTACHED FORM

F. Source of Match:

	Amount		Amount
Cash \$	<u>10,000.00</u>	In-Kind \$	<u>10,000.00</u>
Land \$	<u>3,000.00</u>	Materials \$	<u>10,000.00</u>

Has match been secured? Yes  No \_\_\_\_\_ If no, explain: \_\_\_\_\_

G. Other Anticipated Funding:

Source	Amount
_____	_____
_____	_____
TOTAL	_____

H. Spent / Expended to Date:

	Enhancement (ISTEA / TEA-21)	Other (Federal and Non-Federal)
Preliminary Engineering (planning and design)	<u>\$ 3,000.00</u>	_____
Right-of-way (land acquisition)	<u>\$ 3,000.00</u>	<u>\$ 450.00</u>
Utility Relocation	_____	_____
Construction/Implementation	_____	<u>\$ 2,500.00</u>

I. Planned / Actual Activity Dates:

	Begin	End	% Complete
Preliminary Engineering (planning and design)	<u>1/97</u>	<u>1/03</u>	<u>75</u>
Right-of-way (land acquisition)	<u>7/01</u>	<u>7/01</u>	<u>100</u>
Utility Relocation	<u>9/02</u>	<u>9/03</u>	<u>5</u>
Construction/Implementation	<u>1/03</u>	<u>9/03</u>	<u>—</u>

J. Describe any modifications made to previous estimates and explain:

---

---

---

K. Signature (Sponsor):

James C. Chealey

Date:

11/15/02

**MAILING ADDRESS AND TECHNICAL ASSISTANCE**

Please mail THREE copies of this Project Status Update, including all attachments, to the following address:

Mr. James S. Givens  
Local Assistance Division  
Virginia Department of Transportation  
1401 East Broad Street  
Richmond, Virginia 23219

**For Technical Assistance Contact:**

Bob Terrell (804) 786-2872  
Winky Chenault (804) 786-2264  
Pam Liston (804) 786-2734  
Cindy Clark (804) 371-6289  
fax: (804) 371-8719

PROJECT TITLE: MAIN STREET PEDESTRIAN & BICYCLE PLAZA AND PATHWAYS  
 PROJECT NUMBER: EN 96-194-V35, PE 101, 0501

ITEMIZED REQUEST FOR ENHANCEMENT FUNDS (Only include items for which you expect enhancement funds reimbursement)

	ITEM	ESTIMATED COST	less	*MATCH	ENHANCEMENT FUNDS REQUESTED
PRELIMINARY ENGINEERING (Env. Document, Plan Design, Administration)	PLANNING / DESIGN	\$ 2,000.00	-	\$ 800.00 (TOWN OF CLIFTON)	\$ 3,200.00
	ADMIN.	\$ 1,000.00	-	\$ 200.00 (TOWN OF CLIFTON)	\$ 800.00
	<u>TOTAL</u>	\$ 5,000.00	-	\$ 1,000.00	\$ 4,000.00
RIGHT OF WAY (Cost of purchase for land or buildings, Utility Relocations prior to Construction)	LAND ACQUISITION	\$ 16,500.00	-	\$ 3,300.00 (TOWN)	\$ 13,200.00
	UTILITY RELOCATION	\$ 25,000.00	-	\$ 500.00 (CLIFTON BETTERMENT ASSOCIATION)	\$ 20,000.00
	<u>TOTAL</u>	\$ 41,500.00	-	\$ 8,300.00	\$ 33,200.00
CONSTRUCTION (Purchase of materials, Construction items*, Inspection/Admin.)	IRON BENCH (1)	\$ 1,000.00	-	\$ 200 (TOWN)	\$ 800.00
	IRON WASTE RECEPTACLES (3)	\$ 2,500.00	-	\$ 500 (TOWN)	\$ 2,000.00
	POST LIGHT (1)	\$ 500.00	-	\$ 100 (TOWN)	\$ 400.00
	POST CLOCK (1)	\$ 13,000.00	-	\$ 200 (TOWN)	\$ 10,400.00
	PARKING LOT PAVING	\$ 40,000.00	-	\$ 800 (TOWN)	\$ 32,000.00
* List items separately	LANDSCAPING	\$ 6,000.00	-	\$ 1,200 (TOWN)	\$ 4,800.00
	WALKWAYS - PAVING - BRICK	\$ 45,000.00	-	\$ 900 (IN-KIND)	\$ 36,000.00
	LANDSCAPE PLANTERS	\$ 2,000.00	-	\$ 400 (IN-KIND)	\$ 1,600.00
Attach additional sheets if needed	ELECTRIC WORK	\$ 4,000.00	-	\$ 800 (IN-KIND)	\$ 3,200.00
	<u>TOTAL</u>	\$ 118,500.00	-	\$ 23,700.00	\$ 94,800.00
<b>SUMMARY</b>		\$ 165,000.00	-	\$ 33,000.00	\$ 132,000.00

\*MATCH - Provide a detailed summary of all match amounts and source. See Item F on the Project Status Update.

10/28/2002

TC.  
11/5/02

(Add this new section after existing Section 9-22.)

**Sec. 9-23. COMMUNITY OPEN SPACE AND RECREATION (COSR) DISTRICT**

- a. **Permitted Land Uses** shall be any of the following: Parks, parkland, playgrounds, athletic fields, stream valley parks, community structures, pavilions, and recreational, educational, and cultural facilities. All Permitted Land Uses shall be for non-commercial and not-for-profit organizations.
  
- b. **Permitted Special Event Uses** are the types of events that are permitted in the COSR District. They are events and activities that are consistent with the community-oriented nature of the district. Examples of such are: holiday picnics and celebrations, educational uses, fine & performing arts events, school fair, fundraisers for non-profit organizations (such as marathons, breakfasts, and homes tours), athletic events, farmers' markets, antique auto shows, and overflow parking from a community event not held in the COSR District (such as for a PTA function or for Clifton Day).
  - 1. **A Special Event Use Permit** shall be approved by the Town Council prior to the event being held.
  - 2. **Recurring Special Events** (such as a weekly farmers' market) can be included on one Special Event Use Permit application.
  
- c. **Events not requiring Special Event Use Permits.** Use permits are not required for Permitted Special Events with 20 or fewer participants.
  
- d. **Prohibited uses** are uses which are not Permitted Uses or Permitted Event Uses pursuant to this section.
  
- e. **Parking.** A sufficient number of off-street vehicular parking spaces shall be required to accommodate the vehicles of all employees or volunteer workers who will drive to the event, plus the vehicles of all persons who may be expected to visit the event at any one time. Public property may be excluded from this requirement. The spaces shall be specified by the Use Permit issued by the Town Council.

10/28/2002

(Add this new section after existing Section 9-22.)

**Sec. 9-23. COMMUNITY OPEN SPACE AND RECREATION (COSR) DISTRICT**

- a. **Permitted Land Uses** shall be any of the following: Parks, parkland, playgrounds, athletic fields, stream valley parks, community structures, pavilions, and recreational, educational, and cultural facilities. All Permitted Land Uses shall be for non-commercial and not-for-profit organizations.
  
- b. **Permitted Special Event Uses** are the types of events that are permitted in the COSR District. They are events and activities that are consistent with the community-oriented nature of the district. Examples of such are: holiday picnics and celebrations, educational uses, fine & performing arts events, school fair, fundraisers for non-profit organizations (such as marathons, breakfasts, and homes tours), athletic events, farmers' markets, antique auto shows, and overflow parking from a community event not held in the COSR District (such as for a PTA function or for Clifton Day).
  1. **A Special Event Use Permit** shall be approved by the Town Council prior to the event being held.
  2. **Recurring Special Events** (such as a weekly farmers' market) can be included on one Special Event Use Permit application.
  
- c. **Events not requiring Special Event Use Permits.** Use permits are not required for Permitted Special Events with 20 or fewer participants.
  
- d. **Prohibited uses** are uses which are not Permitted Uses or Permitted Event Uses pursuant to this section.
  
- e. **Parking.** A sufficient number of off-street vehicular parking spaces shall be required to accommodate the vehicles of all employees or volunteer workers who will drive to the event, plus the vehicles of all persons who may be expected to visit the event at any one time. Public property may be excluded from this requirement. The spaces shall be specified by the Use Permit issued by the Town Council.

10/28/2002

(Add this new section after existing Section 9-22.)

**Sec. 9-23. COMMUNITY OPEN SPACE AND RECREATION (COSR) DISTRICT**

- a. Permitted Land Uses** shall be any of the following: Parks, parkland, playgrounds, athletic fields, stream valley parks, community structures, pavilions, and recreational, educational, and cultural facilities. All Permitted Land Uses shall be for non-commercial and not-for-profit organizations.
- b. Permitted Special Event Uses** are the types of events that are permitted in the COSR District. They are events and activities that are consistent with the community-oriented nature of the district. Examples of such are: holiday picnics and celebrations, educational uses, fine & performing arts events, school fair, fundraisers for non-profit organizations (such as marathons, breakfasts, and homes tours), athletic events, farmers' markets, antique auto shows, and overflow parking from a community event not held in the COSR District (such as for a PTA function or for Clifton Day).

  - 1. A Special Event Use Permit** shall be approved by the Town Council prior to the event being held.
  - 2. Recurring Special Events** (such as a weekly farmers' market) can be included on one Special Event Use Permit application.
- c. Events not requiring Special Event Use Permits.** Use permits are not required for Permitted Special Events with 20 or fewer participants.
- d. Prohibited uses** are uses which are not Permitted Uses or Permitted Event Uses pursuant to this section.
- e. Parking.** A sufficient number of off-street vehicular parking spaces shall be required to accommodate the vehicles of all employees or volunteer workers who will drive to the event, plus the vehicles of all persons who may be expected to visit the event at any one time. Public property may be excluded from this requirement. The spaces shall be specified by the Use Permit issued by the Town Council.

***Baber & Kalinowski, P.C.***  
***10340 Democracy Lane, Suite 210***  
***Fairfax, Virginia 22030***

**Phone 703-591-2323**  
**Fax 703-591-9347**

**Writer's Email:**  
**bb@baberkal.com**

November 5, 2002

**TO: MAYOR AND COUNCIL**

**cc: ROD WILLIAMS, ESQ.**

**FROM: BRANT BABER**

**RE: HUD HOME SALE PROGRAM**

I have commented on a draft contract with CLC, received a revised version and met with John Eubank and his colleague, Tim Lewis, to discuss remaining concerns. In addition, I received a financing proposal for CLC providing money to purchase and rehab the homes. Areas that need resolution are as follows:

- The process by which CLC will provide draft reports to the Town, for review and comment, that are required to be submitted to HUD; the obligation of a CPA to certify the accuracy of those reports to the Town; what obligation CLC will have to revise those draft reports to incorporate Town-required changes; and how reports will be filed with HUD
- The exact method by which "Net Development Cost" [a HUD-imposed limitation to restrict resale prices] will be calculated, and the format for its being reported to HUD
- What will be the terms of any financing proposed to be provided by CLC, i.e. interest rate, discount points, origination fee, appraisal fee, repair inspection fee, and whether the Town has the option of obtaining financing elsewhere
- What the compensation to the Town will be, i.e. as proposed by CLC or another format or percentage of net profits with a floor
- Whether the Town will be obligated to cause a portion of the net profit from sale of houses to be made available to home buyers to pay closing cost
- Whether CLC will do business exclusively with the Town for properties in Virginia

CLC has offered to pay an additional \$1,000 per house for the first 10 houses purchased and resold as an incentive to the Town's deciding to approve CLC's proposal in November, in order to permit a volume of homes to be purchased in 2002 and readied for resale early in 2003.

I recommend that the Town approve, and authorize the Mayor to execute, a contract with CLC, substantially in the form presented to the Mayor and Council, subject to such changes that may be required by a committee appointed by the Council.

## Payments to Parties - HUD Homes Program

Based on information supplied by CLC as to 8 home sales in 2002

### **Amounts payable to CLC:**

- interest for up to 180 days [average \$2055]
- 1% origination fee [average \$585]
- \$475 document preparation fee
- 5 discount points [average \$2925]
- \$500 repair inspection fee

<b>total average payments to CLC before net profit</b>	<b>\$6540</b>
<b>remaining average profit in 8 sample sales</b>	<b>\$5631</b>
<b>average gift given by seller in 8 sample sales</b>	<b>- \$2061</b>
<b>average net profit remaining in 8 sample sales</b>	<b>\$3570</b>
<b>average payment to Town</b>	<b>\$1951</b>
<b>CLC payments w/o lender's interest and fees</b>	<b>\$1619</b>
<b>CLC transactional fees</b>	<b>975</b>
<b>CLC payments/fees as % of total net profit</b>	<b>72.6%</b>
<b>total CLC payments [as agent and lender]</b>	<b>\$8159</b>
<b>CLC payments as % of total</b>	<b>67.04%</b>
<b>Town payment as % of total</b>	<b>16.03%</b>
<b>Town gifts to home buyers as % of total</b>	<b>16.93%</b>



TOWN OF CLIFTON, VIRGINIA

TREASURER'S REPORT

5-Nov-02

STATEMENT OF CASH BALANCES

Regular Checking Account:	\$2,315
Money Market Savings Account:	\$36,733
Planning Commission Escrow: Overson	<u>\$5,680</u>
 TOTAL CASH BALANCE:	 <u><u>\$44,728</u></u>

Treasurer's Report prepared by:

Marilyn Barton  
Treasurer

T.C. Meeting

Nov. 5, 2009

\* December agenda -  
• golf tournament  
• election meeting

① Minutes  
Approve - unan.

② Treasurer's Report: M. Barton

Checks to be approved: 7 1218.02

- ① A/c check T. Hall - unan.
- ② cleaning bill (July - Oct) → Luzia Nunes } unan. (\$600)
- ③ Mays 998.28 mgt. fee, based on reconciled  
↓ unan.

④ Donation ↓ \$25 from W. Nickerson playground resource tax deductible

\* Motion to approve M's report → unan.

③ ARB

- ① Clifton Baptist Church sign
- ② McCarty - plan detached garage (okayed)

④ BZA: no report

⑤ Affordable Housing, - B. Baber

⑥ Ind. Bond Authority - report to TC. in this -  
Ordinance format →  
Suggested by B. Baker

Prob not  
had the  
opportunities  
to review

Autumn Agenda  
~~mtg.~~ mtg.  
January

45 min !!

↳ too long winded - too  
much talking

⑦ Clifton Day - J. Fullerton  
Chg for next year?

Does not  
want to  
chg. admission  
fee or have

any \$\$ go to the truck! -  
He's very adamant about this  
issue & says he does not have  
enough volunteers to do Clifton Day.

Finance  
Committee  
issue -

this is our time &  
we live here -

You  
are not  
dealing  
the  
volunteers,  
dear Jim!

Clifton Day 2003

new and  
different focus  
for the  
year  
coming  
up

\* # of vendors very, very down -  
Competition w/ indoor vendors

→ Corporate sponsors??

\* Focus

more on blue grass music +  
crafts - brochures to be available -  
more advertising needed & better publicity

Att Fair Lakes?

8

Tom Petersen  
Town Golf Tournament idea → item for  
Dec. agenda -

Comm. Planning Comm.

9

a) <sup>detached</sup> Mc Carthy - garage use permit  
represented by Royce Jarrett }  
approved unan. (28x27)

Mac's question

converting

b) <sup>add a</sup> circular gravel driveway: Mc Carthy  
~~at return~~ ↓  
motion to approve unan.

grass to gravel [C Bay concern?]

c) new zoning district proposal [to vote on?]

~~unan.~~

Community open space & Recreation  
(COSR) District ↓

must be  
advertized

Some property -  
part agri/cultural  
part industrial  
at this point

unan. ↓ the creation  
study of  
motion to create this

new district -

planning review by town  
attorney - then set up a public

meeting

① 7207 Main St. issue??

[Jim's issue]  
- information -

Info should be shared!!

regardless of who has copies of findings -



Structure built is NOT structure approved - malice not intended

What's the next step?



re-submit? get Royce to review - Royce agrees -

This is a violation!?

Now what? Future of ARB - giving "teeth" to this organization →

\* Royce's idea: require a \$5000.00 deposit for large projects

good idea, will help to lessen problem

Mae: Propose P.C. to work w/ARB - to write ordinance that will address this issue

Where the hell is ugly Taya?

Bond put up to address this issue?

posting a bond?? - Bill will link into this report back.

Jimmy will contact architect

The reason people don't  
want to come to these  
meetings is because it is  
5000 - boring and  
L-O-N-G !!!

H.U.D.

[10.] Affordable Housing → Brant Baber  
Commercial lending) C.L.C.

[Contract graph submitted to each T.C. member]

↓  
Brant recommended this contract

↓  
form of resolution

Motion?

First we need to make a motion  
to withdraw previous offer to other party

↓  
Motion: or rescind approval of previous  
motion to select Lloyd - (Lloyd) ↓  
Unanimous  
Contract was never finalized

Motion: recommend  
to T.C. to approve  
contract before w/ chgs -  
Comm designate + give authority  
Mayor to sign this contract

9:10 P.M.

[In past, we chose a particular vendor

Motion!! a committee Unanimous

↓ We need  
terms of  
this agree-  
ment

Jimmy: Propose (w/ Mac + Committee) to make resolution  
to wrap up, have special T.C. meeting to  
vote on this - How attorney will <sup>also</sup> review contract

ASAP

Discussion of:

11. Town election matrix of options  
Wayne, Bill, Rod &

Options discussed

How do we elect?

Several options

What does everyone want to do?

WHO CARES!

No way  
would I want  
to serve  
in  
capacity!!

Power to have the

say !!



Mayor  
elected  
by  
members?  
T.C.

Vice-  
mayor?

What's the problem here??

Vice mayor issue??

Our charter says T.C. selects vice-mayor?  
Who runs the meetings? if mayor is  
not able to be there to run  
meeting?

Put on agenda next mtg.



⑫ Summer in the Park 2003

Group activity in gazebo park - have people come together to eat, drink & be merry

Dwayne, Randy, Vernon?

→ Good idea to get together  
Coalescing of Comm.

Motion to form Comm. -

Unanimous

Timmy: Manassas had nice event - Summer Concerts by Gazebo in the center of town

??  
⑬ Comm. Mtg } table this

⑭ Fall Clean Up (litter control grant: \$500. <sup>00</sup>) but now it's double since we have had a clean-up event (Timmy submits report in order to get this \$\$ - but now because of budget cuts, we won't get as much.)

⑮ Gilliam property - trust  
Conservation easement offered to Gilliam - he's not been very cooperative - doesn't seem to want to sell to the town; we are trying to move

forward - present develop. in the future  
→ ISTEA funds redirection? Letter from the town

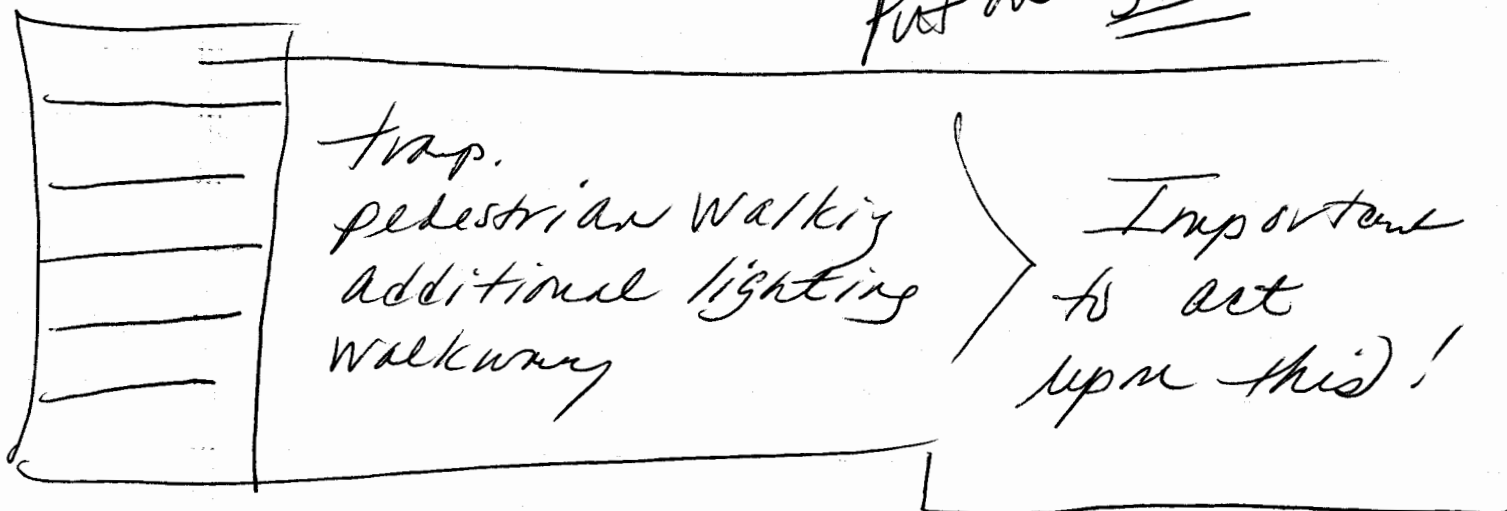
State requiring status report on ~~part~~ projects, beginning in December, 2002. More specifics are needed -

9.4 acres

2nd letter rec'd from State → we might not be able to have these funds (due to massive budget cuts) → Red Flag

↓ Discuss at the

put on agenda



Jimmy wants to use \$ we have of  
wants us to decide

I don't care for Jim Fullerton?

Sidewalk from C. Hts?

\* Special  
T.C. mtg

6:30  
P.M.

Meeting date?

Sunday, Nov. 17th

~~6:30~~  
ISTEA +

~~THURS.~~

Gilliam Property +  
HUD

16

Letter rec'd

Letter rec'd from  
NVA Park

Hemlock Park: re: Yates Ford Rd, issue -  
NVA Park Authority

prohibit lg. buses (except school buses)

↓ revise the language of use permits →

↓  
many improvements have been noted - they  
are truly interested in community concerns

17 Check am't limit?

18 TC assignments > table !!

↓ #1 item >

19. <sup>supervisor</sup> McConnell will be given <sup>a special post/award</sup> in her honor

20 ARB or  
beautification

comm. how to join  
Tree City project X

21 Adjourn !!

No 1402



1.00

SUBJECT TO TAXES DUE.

BOARD OF SUPERVISORS OF FAIRFAX COUNTY, VIRGINIA.

Fairfax Court House, Dec. 1 1902

The Treasurer of Fairfax County will pay to

G. B. Wright

an order,

One

100

Dollars, being the amount allowed

Chas. Elee

by said Board on claim against the County.

TESTE:

J. W. Richardson Clerk.

W. H. Mice

Chairman.

Might

G. B. Wrist

---

R. M. Kewett



No 1401



\$ 1.00

SUBJECT TO TAXES DUE.

BOARD OF SUPERVISORS OF FAIRFAX COUNTY, VIRGINIA.

Fairfax Court House, Dec. 1, 1902

The Treasurer of Fairfax County will pay to *A. K. Robinson*

an order, *One* <sup>100</sup> Dollars, being the amount allowed

*Ch. Elec* by said Board on claim against the County.

TESTE:

*W. D. Price*

Chairman.

*J. W. Richards* Clerk.

Robinson

W Robinson

R. M. Kewett

No 1400



\$ 1.00

SUBJECT TO TAXES DUE.

BOARD OF SUPERVISORS OF FAIRFAX COUNTY, VIRGINIA.

Fairfax Court House, Dec. 1907

RC

The Treasurer of Fairfax County will pay to W. S. Kitchel

an order, One <sup>100</sup> Dollars, being the amount allowed

J. E. Lee by said Board in claim against the County.

TESTE:

J. W. Richards Clerk.

H. M. ...

Chairman.



Kucheloe

J. V. Kucheloe  
Admiral

W. S. Kucheloe  
Rm. Kirt



Minutes  
Clifton Town Council Meeting  
Tuesday, December 3, 2002  
Clifton Town Hall

Present: Mayor Jim Chesley, Mac Arnold, Margo Buckley, Laura Harrington, Bill Hollaway, Wayne Nickum, Town Attorney Rod Williams; residents and guests of the town

The Pledge of Allegiance was said by all.

1. Motion made to approve minutes of November 5, 2002, Town Council meeting. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
2. Motion made to approve minutes of November 17, 2002, special Town Council meeting, with the following correction: under item #2, change the words "would have" to "could" in third sentence, and change the word "must" to "should" in fourth sentence. Ayes: Chesley, Buckley, Harrington, Hollaway. Abstain: Nickum, Arnold. Motion passes.
3. Treasurer's report: Marilyn Barton. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
4. Planning Commission: Bill Hollaway
  - a. Burdette/Will: boundary line okay
  - b. Stoney use permit for home business. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
  - c. VanLienden use permit to become fully commercial: no application necessary since property is already zoned commercial.
  - d. Lynne Garvey Hodge use permit to expand use of bed and breakfast to holidays. Such a request, according to Bill Hollaway, would require a public hearing to be held at next Planning Commission meeting, January 6, 2003. (Lynne must be explicit in listing which holidays she is requesting.)
  - e. Community open space issue will be put on next month's agenda
  - f. Planning Commission recommends that home businesses comprise only 20-25 % of dwelling.
  - g. Resignation received from Corlis VanLienden. Motion made to approve Michelle Stein to fill remainder of term. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
5. ARB: Royce Jarrendt
  - a. Chesley re-application for carport: approved by ARB 3-2
6. BZA
  - a. Two new members needed
7. HUD program update
  - a. Report from John Eubank on bids made since November Town Council meeting: 33 homes reviewed; 19 selected to bid on; total of 7 awarded; projected profit of 4 of these homes, without bonus, is \$14,300. Buyers must qualify under HUD guidelines and restrictions.
  - b. Discussion of letter drafted by Brant Baber to Ms. Malloy at HUD describing town's contract and intensions; Brant recommends that town adopt his resolution to give necessary legal clout.
  - c. Motion made to adopt resolution and changes. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway. (Letter reflecting passing of resolution will be sent to Ms.

Malloy at HUD.)

8. Gilliam property

- a. Jim Fullerton recommended that we have contract in hand when lunch meeting with Gilliam takes place.
- b. Motion made for Town Council members to enter closed executive session at end of this meeting in order to discuss Gilliam property issue. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.
- c. After closed session, Mac Arnold stated that only matters pertaining to Gilliam property were discussed.

9. Speed billboards: these show individual driver speeds, and must be attached to telephone poles, and hooked up to power. Motion made to include recommendation from Wayne Nickum and Laura Harrington as to where these boards should be placed at January Town Council meeting. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

10. Haunted Trail report: Margo Buckley estimates approximately 1500 people attended, and \$6000 taken in. She is looking into improved lighting along the trail for next year's event, to prevent potential accidents.

11. Frog Hill Development Company proposal: Jim Franca would like permission to extend parcel B lot to Frog Hill development property, thereby including it within the town limits. He would also like to give the town \$25,000 if this transaction is approved, thereby enabling the town to benefit financially as well.

a. A general discussion followed:

J. Chesley: Town of Herndon has done this in the past, and there have not been any problems.

L. Harrington: Will this set a precedent? Will others be requesting this for their properties?

M. Arnold: I am not in favor of this proposal.

W. Nickum: Keep the present town boundaries as they are.

S. Savold: I am not in favor. My property is right in front of this land.

S. Effros: The land will be developed regardless and the impact will be the same.

S. Yantis: What has the county rules?

J. Franca: No ruling to date.

B. Baber: What's the problem? Why not give the land the ability to be incorporated into the town? Let's keep an open mind.

J. Chesley: Does Clifton have planning authority within state statute? Within 1/4 square mile? Can Rod Williams look into this for clarification?

J. Franca: One benefit would be that the town would have a say in what is being built and its design.

S. Savold: Can it be built upon?

J. Franca: I do not want to go through county because it is too time consuming.

J. Chesley: I would still like to consult the county on this matter.

S. Effros: Do we have the authority to reject this boundary change request?

b. Motion made to not talk to the county. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

c. Motion made to at this time deny the extension of town boundaries and to oppose modification of current town boundaries. Ayes: Arnold, Hollaway, Buckley, Nickum. Nays: Chesley, Harrington. Motion passes.

12. Town election matrix: discussion of vice-mayor designation /selection and if this necessitates a charter change. Rod Williams will look into wordage appropriate for this insertion into our charter and report at next Town Council meeting.

13..Clifton Candlelight Homes Tour will be held on Saturday, December 7, 2002, from 4 to 8 P.M. The Beautification Committee will be coordinating event. Motion made to approve. Passed unanimously: Chesley, Arnold, Buckley, Harrington, Hollaway, Nickum.

14. Lion's Club letter received informing the town that because of security reasons and conditions of the hall, they will no longer be renting the town meeting hall.

15. Vintage motorcycle event is scheduled for April 27, 2003. Once again, only the parking lot in front of town meeting hall will be used.

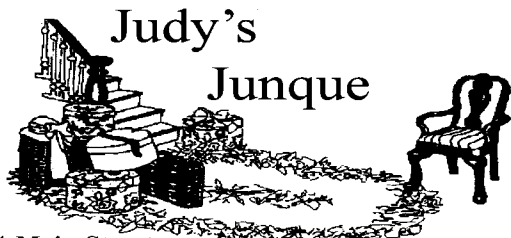
16. Motion made to adjourn. Passed unanimously: Chesley, Arnold, Buckley. Harrington, Hollaway, Nickum.

TUES-SUN 12-5 PM

## Antiques of Clifton

7145 MAIN STREET  
P. O. BOX 7  
CLIFTON, VA 20124

DIANE SMITH (703) 830-3418  
DONNA NICKUM (703) 830-1430 SHOP: (703) 830-0333



## Judy's Junque

7144 Main Street  
P.O. Box 200  
Clifton, VA 20124  
(703) 968-6968  
Fax (703) 968-6877

## Cottage Art

- Thomas Kinkade
- Harbour Lights
- Margaret Furlong
- Just the Right Shoe
- Lena Liu
- Lefton
- Pipka
- Possible Dreams
- Marty Bell
- Cat's Meow
- Dept. 56
- Collegiate Santas
- Harmony Kingdom
- Sheilias
- June McKenna
- Bradford Exchange

• and more...

Clifton House Shoppes  
12644 Chapel Road  
Historic Clifton, VA 20124  
(703) 502-8585

## The Canary Cottage



7153 Main Street • P.O. Box 110 • Clifton, VA 20124  
703-322-1811 • Fax 703-322-1856  
Lynne Garvey Hodge, Proprietor  
email: BandB@canarycottage.com • www.canarycottage.com



7140 MAIN ST. CLIFTON, VIRGINIA 20124

JUDY McNAMARA  
Owner (703) 266-7673

- Private Parties (703) 830-4111
- Catering 7145 Main Street  
Clifton, VA 22024

## Heart in Hand

American Cuisine

Suzanne Worsham Lunch: Tue - Sat 11:00 - 2:30  
Sherry W. Harlow Dinner: Tue - Thur 5:00 - 9:00  
Corey Harlow Fri - Sat 5:30 - 9:30  
Events Planners Sunday Brunch: 11:00 - 3:00  
Sunday Dinner: 5:00 - 8:00

## Baskets & Boughs Gift Shop

703-815-9480 Home Accents  
Fax 703-815-8996 Unique Gifts  
Tue-Sat 10:30-5:00 12704 Chapel Road  
Sun 11:30-5:00 P.O. Box 214  
Closed Mon. Clifton, VA 20124

Unique Jewelry & Gifts from around the World

## All That Glitters

A Brighton Heart Store  
Brighton  
Joan Rowan  
Manager  
(703) 830-6995  
12644 Chapel Rd., Box 248  
historic Clifton, VA 20124  
e-mail: mikeskava@aol.com

## THE HERMITAGE INN RESTAURANT

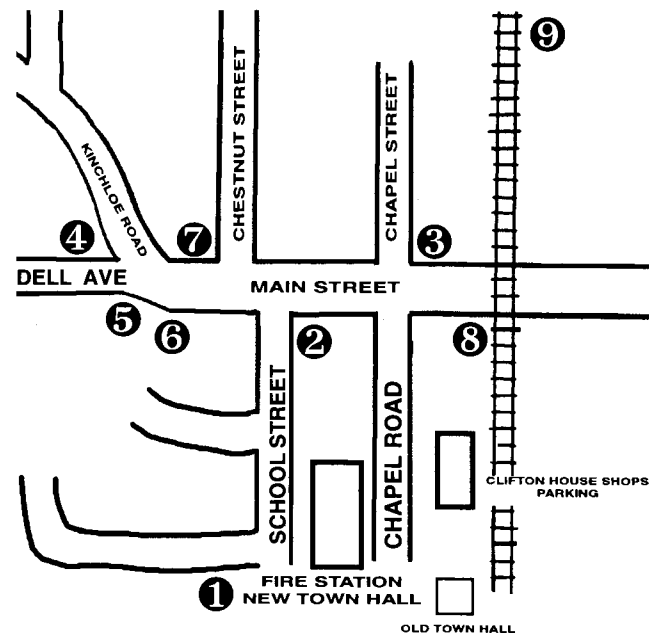
703-266-1623  
hermitageinnrestaurant.com  
Purchase Raffle Tickets At Any  
Home On The Tour & Win a  
\$100 Gift Certificate!  
All Proceeds Benefit The Town of Clifton

### HOURS OF OPERATION

Open for Dinner: Wed-Sun at 5:30 & Sunday Brunch 11-2:30  
Open Thanksgiving, Christmas Eve, Christmas Day & New Year's Eve

## MAP

(not to scale)



### Please note:

Parking is available on Main Street or in the Clifton House parking lot opposite the fire station on Chapel Road.

No strollers, please.

Please have lunch or dinner at Clifton's fine restaurants—The Heart-in-Hand or The Hermitage Inn, or stop by the Clifton General Store for a casual sandwich and some good conversation! Also, you may wish to do some holiday shopping in Clifton's unique gift shops located on Main Street and Chapel Street.

Clifton is located in Southwest Fairfax County.  
For more information, please call  
Lynne 703-322-1811 or  
Jennifer 703-830-2129

We would like to express our thanks to Executive Press, Inc. of Fairfax (703-352-1337) who dedicated their time and expertise in helping to develop these Historic Homes Tour brochures.

## Historic Clifton Candlelight Tour of Homes



Saturday, December 7, 2002

2:00 p.m. Caroling on  
Horseback Parade

4:00 p.m. - 8:00 p.m.  
Homes Tour

Tickets ~ \$15.00 each

\$5.00 children under 12

Children age three and under are free

## Schedule of Events:

**2:00 p.m. Caroling on Horseback** sponsored by the Clifton Horse Society (Local residents decorate their horses in Christmas finery and parade around Clifton singing Christmas carols — after they have made a circle through town, feel free to follow the parade down Chapel Street).

**4:00 - 8:00 Historic Homes Tour**  
(you may begin the tour at any of the locations)

**Clifton Primitive Baptist Church** — come join the Clifton 1<sup>st</sup> Baptist Gospel Choir, as it performs on the half hour; also Chantilly High School's "Touch of Class" choir; (Raffle tickets will be sold here as well as at the Clifton Caboose)

**Clifton's 100<sup>th</sup> Anniversary History Display will be available for viewing, as well.**  
(Host & Hostess: Donna & Dr. Jamie Netschert)

**Clifton Presbyterian Church** — come hear the Robinson High School Singers perform songs of the season in this beautiful, picturesque country church (located behind The Hermitage Restaurant on Richardson Lane)

### Raffle Tickets - \$1.00, each

Come purchase a Raffle ticket either at the Clifton Primitive Baptist Church or the Caboose. Give-aways will include: Dinners at Heart in Hand, The Hermitage & Rosemary's Thyme restaurants and a One night stay at the Canary Cottage!

### #1. 12641 School Street - Spring Cottage, 1901 Owned by "Mac" and Karen Arnold

Spring Cottage was the name given to this carpenter gothic-style residence by its original owners. Historian Nan Netherton discovered the Spring Cottage reference during her research for Clifton's first history book, *Clifton: Brigadoon in Virginia*. Undoubtedly this home was so named because of its downstream location from a spring that provided water to all the homes along Water Street and the eastern portion of the Town. The current owners have respected the size and scale of the original house as they have constructed additions and made improvements for a growing, active family.

At Christmas time, Spring Cottage is decorated to reflect family traditions and to highlight unique features of this one hundred year old house.

### #2. 7153 Main Street - The Canary Cottage, 1884 Owned by Lynne Garvey Hodge



This unique home was originally a general store but has also house a saloon, church, meat market, pool hall and bakery over the years. The small addition on the front side was built in 1926 for a barber-shop. The addition on the back of the house was added twenty-seven years ago. This addition includes a family room with walls of wood from a 200 year-old Tennessee barn. Also, please notice the beautiful stained-glass doors leading into the front living room as they are original doors from the Clifton Inn (now the hermitage Inn Restaurant). Lynne has decorated the house in warm colors of peach, yellow and blue and recently completed a new gourmet kitchen. Lynne operates her consulting business from this wonderful haven which also functions as Fairfax County's only Bed & Breakfast on weekends. In addition, Lynne is a prominent local artist and displays her personal work on the walls of many of the rooms. Please note her love of snails and see if you can count the number of snails incorporated into her decorations!

### #3. 7150 Main Street - The Quigg House, 1874 Owned by Tommy, Carleigh and Turner Peterson

Built in 1874, "The Quigg" was considered the finest house in town with its mansard roof and open 3 story staircase. The best furnishings and adornments money could buy were shipped in from New York and made this wonderful home the talk of the town in the late 1800's. Now the home of a Robinson High School coach, Tom Peterson & his children, "The Quigg" is a place of warmth and welcoming—a location for many Clifton get-togethers. The Christmas Décor combines modern tastes with an era past.

### #4. 7222 Dell Avenue - Kivett House, 1904 Owned by Trish and Kelly Robertson

Named for the original owners, the Kivett House was built in 1904. While this property was the family's home, the Kivetts also built the houses across the street contributing to Clifton's early development. Built in a Carpenter-Gothic Victorian style, it features three stories, a downstairs porch, and a graceful wrap-around second story porch. The quality of the original woodwork can still be seen in the upstairs parlor and banisters. In the kitchen, an exposed stone wall highlights the "ruble foundation" technique used to site the home. Extensive restoration was completed by the Dygve family in the 1970s.

The current owners, Trisha and Kelly Robertson, have decorated the house in an eclectic mix of old and new furnishings to create a comfortable home that reflects their CA and TX roots. The upstairs living room, parlor and study feature several antiques including a turn of the century crank-turn gramophone and an early 1920s Wards Airline radio. The seascapes were painted by

Mrs. Robertson's paternal grandfather. The downstairs is more casual in tone and features artwork, crafts and ceramics from Mrs. Robertson's extensive professional travel in Latin America and the Caribbean.

Keeping with their style, the holiday decorations are also an eclectic mix. Upstairs, the decorations are more traditional in style. The living room tree features primarily glass ornaments, many of which are from a collection Mrs. Robertson's mother and grandmother began for her the year she was born. The nativity scene was hand-carved by local artisans in Ecuador. In the study, a special tree is dedicated to Mr. Robertson's *Star Trek* ornaments. Downstairs the decorations are largely from Latin America and the Caribbean as are the ornaments decorating the tree.

### #5. 7207 Main Street The Lucy Virginia Davis Buckley House, 1913 Owned by Jim and Jennifer Chesley

Built in 1913, Clifton's current Mayor and First Lady, Jim and Jennifer Chesley, along with two daughters, Lauren and Brienne, reside in this lovely Victorian home. In fact, this has been home to



another Clifton Mayor, W. Swem Elgin (1940-1942 and 1946-1964) and, therefore, could be referred to as "The White House of Clifton". Mrs. Chesley loves the beach and has decorated the front parlor with a beach motif; she has also created her very own beach along a stream that runs through the backyard. You will find the Chesley's love of antiques provides a warm feeling, as well as a sense of history (most of the pieces are family heirlooms), throughout the house. Furniture that is not antique was made by Jennifer's father and the needlework art was made by her mother. Restoration of the original house began in 1976 and included a large addition that houses a cozy family room. Please note the attention to detail in the woodwork of the house which flows through to the addition.

### #6. 7221 Dell Avenue - The Harlow House Owned by Corey and Sherry Harlow

This house may look small at first glance, but inside are many surprises, colors and beautiful items to enjoy. The original section of this home was built in 1904. The present owners more than doubled the size with a large two-story addition in 2001. This was a project that required extensive excavation of the property in the rear.



The very colorful painted walls: lime green in the dining room, orange in the guest bedroom, royal blue in the kitchen and ruby red in the upstairs hallway are a wonderful background for the many interesting accessories and antique furniture some of which dates

from the mid-1800's. The owners have collected much of this furniture, while some has been down from Sherry's family, the Worsham's (who own Heart in Hand restaurant).

Fresh greens adorn the house, with magnolias mixed in to match the décor. Note the family room with its precious collection of Nutcrackers. The bedroom of little Wyatt Harlow has been decorated with a sports theme and tiny 6 month old Lakyn is enjoying her teddy bears each morning she wakes up! This is truly a house with many colorful and warm surprises!

### #7. Main and Chestnut Streets Clifton Primitive Baptist Church, 1871

Now an annual attraction of our Candlelight Tour, the Clifton Primitive Baptist Church represents a significant reminder of African-American history in Fairfax County. Built by former slaves, the simple structure contains an altar, handmade pews, and a pot-bellied stove, all original to the church. According to Fairfax County records, the grounds surrounding the church were used as a cemetery for members of the congregation. Tombstones have long been lost to history.



**#8. The Clifton Caboose**  
(located by the railroad tracks, next to Heart-in-Hand restaurant)  
Enjoy refreshments and tour a real caboose which is a permanent reminder of the town's rail-

road roots. Please stop by to visit members of the Clifton Community Women's Club who will be selling their best-selling cookbook, "May I Have That Recipe?", \$15.00.

### #9. 12748 Richardson Lane Clifton Presbyterian Church

The Clifton Presbyterian Church has been serving the community as a place of worship and community life since it's founding in 1870 by the families of soldiers who fought in this area during the Civil War and who settled here after the war was over. In the early part of the 1900's the church acquired the Manse next door and then in the 1950's added the Annex for classroom, office and fellowship space.



We actively participate each year in Clifton Day and the ecumenical community worship services for Thanksgiving and Good Friday. We are delighted to be included in this year's Candlelight Tour. We welcome you to the Clifton Presbyterian Church.

Write  
use permit.  
\* Paul Stony

Post office  
File copy

December 3, 2002, 7:30 P.M.  
CLIFTON TOWN MEETING HALL, 12641 CHAPEL ROAD

CLIFTON TOWN COUNCIL MEETING

AGENDA

- ✓ 1. Treasurer's Report
- ✓ 2. Planning Commission
  - a. applications
- ✓ 3. ARB
  - a. applications
- ✓ 4. BZA
- ✓ 5. HUD Affordable Housing Program update
- ✓ 6. Hemlock Overlook Task Force (HOTFORCE) update
- ✓ 7. Gilliam Property discussion / ISTE A Grant Priorities
- ✓ 8. Placement of Speed Billboards
- ✓ 9. Haunted Trail Debrief / Suggestions
- ✓ 10. Frog Hill Development Company proposal
- ✓ 11. Election Matrix
- 12. Town Council member assignments

Chesley  
Arnold  
Buckley  
Harrington  
Hollaway  
Nickum  
Jarrendt  
Effros  
Barton  
Wallace

table to  
can. mtg.  
Gilliam out of town - Rick had  
to cancel lunch mtg. &  
how long  
will this  
stupid  
issue go  
on?

[Margo Buckley]

Jim Franca -> lot line  
adjustment  
proposal

- 13. Other
  - a. Home Tour
  - b. Motorcycle Club - annual tour

If anyone attending the Town Council meeting needs a sign language interpreter, or any other type of special accommodation or auxiliary aid, please call Jim Chesley at 703-830-2129. A request should be made five (5) days in advance of the meeting to provide sufficient time to make the necessary arrangements. These services are available at no charge to the individual.

- c. Sped. election on Dec. 17
- d. Lion's Club letter
- e. Lorton Arts Foundation (K. Arnold) - letter request
- f. Home tag: outstanding renewals?

Posted: Post Office and Clifton General Store

## **Resolution Concerning HUD Homes Program**

The Mayor and Council of the Town of Clifton, Virginia hereby resolve as follows:

1. The Contract for Services between the Town and Commercial Lending Corporation, LLC, a Virginia limited liability company (the "Contract") hereby is approved, substantially in the form presented at this meeting, with such changes, insertion or omissions as the Mayor, upon advice of counsel, may determine to be necessary or appropriate and not create materially greater risks or materially reduced benefits to the Town, as evidenced by the Mayor's execution thereof.
2. The Town is authorized to execute and deliver all notes, deeds of trust, financing statements and other instruments in connection with financing the acquisition and rehabilitation of properties acquired under the Contract (the "Financing") on the terms contemplated by the Contract. The sole remedy of the lender and/or and successor or assignee of the lender in connection with the Financing documents shall be against the properties acquired by the Town under the Contract (individually, a "Unit" and collectively, "Units"), and that the Town shall have no general corporate obligation under or in connection with the Financing. In no event shall any elected or appointed official or agent of the Town have any personal liability in connection with the Contract or the Financing.
3. For the purpose of assuring compliance with Virginia Code Section 15.2-1800B, the Town shall (i) hold a public hearing prior to the settlement for the purchase of each Unit from HUD, the subject of which will be the Town's participation in the HUD Program (as defined in the Contract) and the Town's intention to borrow money on a nonrecourse basis, impose a lien on each Unit so purchased from time to time and comply with its obligations under the Contract, and (ii) hold a public hearing monthly with respect to the anticipated sale of any Units that have not been identified specifically during any prior public hearing of the Town, which either have been acquired by the Town or with respect to which a purchase contract has been executed by the Town, and are expected to be sold after acquisition on the terms permitted under the Contract and under the HUD Program, without disclosing details with respect to the sale of particular Units.



4. Jim Chesley and Brant Baber each is designated to execute all instruments and take all action required under the Contract and in connection with the Financing
5. This resolution shall take effect immediately.

## **Resolution Concerning HUD Homes Program**

The Mayor and Council of the Town of Clifton, Virginia hereby resolve as follows:

1. The Contract for Services between the Town and Commercial Lending Corporation, LLC, a Virginia limited liability company (the "Contract") hereby is approved, substantially in the form presented at this meeting, with such changes, insertion or omissions as the Mayor, upon advice of counsel, may determine to be necessary or appropriate and not create materially greater risks or materially reduced benefits to the Town, as evidenced by the Mayor's execution thereof.
2. The Town is authorized to execute and deliver all notes, deeds of trust, financing statements and other instruments in connection with financing the acquisition and rehabilitation of properties acquired under the Contract (the "Financing") on the terms contemplated by the Contract. The sole remedy of the lender and/or and successor or assignee of the lender in connection with the Financing documents shall be against the properties acquired by the Town under the Contract (individually, a "Unit" and collectively, "Units"), and that the Town shall have no general corporate obligation under or in connection with the Financing. In no event shall any elected or appointed official or agent of the Town have any personal liability in connection with the Contract or the Financing.
3. For the purpose of assuring compliance with Virginia Code Section 15.2-1800B, the Town shall (i) hold a public hearing prior to the settlement for the purchase of each Unit from HUD, the subject of which will be the Town's participation in the HUD Program (as defined in the Contract) and the Town's intention to borrow money on a nonrecourse basis, impose a lien on each Unit so purchased from time to time and comply with its obligations under the Contract, and (ii) hold a public hearing monthly with respect to the anticipated sale of any Units that have not been identified specifically during any prior public hearing of the Town, which either have been acquired by the Town or with respect to which a purchase contract has been executed by the Town, and are expected to be sold after acquisition on the terms permitted under the Contract and under the HUD Program, without disclosing details with respect to the sale of particular Units.

4. Jim Chesley and Brant Baber each is designated to execute all instruments and take all action required under the Contract and in connection with the Financing
5. This resolution shall take effect immediately.

## **Resolution Concerning HUD Homes Program**

The Mayor and Council of the Town of Clifton, Virginia hereby resolve as follows:

1. The Contract for Services between the Town and Commercial Lending Corporation, LLC, a Virginia limited liability company (the "Contract") hereby is approved, substantially in the form presented at this meeting, with such changes, insertion or omissions as the Mayor, upon advice of counsel, may determine to be necessary or appropriate and not create materially greater risks or materially reduced benefits to the Town, as evidenced by the Mayor's execution thereof.
2. The Town is authorized to execute and deliver all notes, deeds of trust, financing statements and other instruments in connection with financing the acquisition and rehabilitation of properties acquired under the Contract (the "Financing") on the terms contemplated by the Contract. The sole remedy of the lender and/or and successor or assignee of the lender in connection with the Financing documents shall be against the properties acquired by the Town under the Contract (individually, a "Unit" and collectively, "Units"), and that the Town shall have no general corporate obligation under or in connection with the Financing. In no event shall any elected or appointed official or agent of the Town have any personal liability in connection with the Contract or the Financing.
3. For the purpose of assuring compliance with Virginia Code Section 15.2-1800B, the Town shall (i) hold a public hearing prior to the settlement for the purchase of each Unit from HUD, the subject of which will be the Town's participation in the HUD Program (as defined in the Contract) and the Town's intention to borrow money on a nonrecourse basis, impose a lien on each Unit so purchased from time to time and comply with its obligations under the Contract, and (ii) hold a public hearing monthly with respect to the anticipated sale of any Units that have not been identified specifically during any prior public hearing of the Town, which either have been acquired by the Town or with respect to which a purchase contract has been executed by the Town, and are expected to be sold after acquisition on the terms permitted under the Contract and under the HUD Program, without disclosing details with respect to the sale of particular Units.

4. Jim Chesley and Brant Baber each is designated to execute all instruments and take all action required under the Contract and in connection with the Financing
5. This resolution shall take effect immediately.





## CLIFTON LIONS CLUB, Inc.

P. O. Box 41

Clifton, Virginia 20124



---

# We Serve

---

Office of the Mayor - Clifton Virginia  
Clifton Town Council  
Clifton, Virginia 20124

Dear Clifton Officials,

The purpose of this letter is to inform the Mayor & Clifton Town Council that for a period of time, the Clifton Lions Club will not rent the Clifton Town Hall for the club's dinner meetings. This change is effective 1 January 2003, since our rental contribution covers 1 January 2002 thru 31 December 2002. As the Club expressed in our September 2002 letter, our catering service continues to point out health and cleanliness concerns regarding the Clifton Town Hall. This is an important issue since all meetings for the club's membership are dinner meetings for which food is prepared. Additionally, the club still has security concerns since the incidents of forced entry to our storage closet.

The Clifton Lions is a charitable organization dedicated to helping all those in need & having sight and hearing challenges. We are committed to the citizens in the Town of Clifton, and the surrounding areas, a commitment that has spanned some 33 years. The Club wishes to keep a Clifton Town Hall reservation in place for our annual Pancake Breakfast, 9 March 2003. The Lions will coordinate with the town hall manager for use of the facilities for this charities fundraiser.

Club representatives will meet from time-to-time with the Clifton Town Hall management to review progress on the above-mentioned issues. Any questions, please contact me directly at the Clifton Lions Club, P.O. Box 41 Clifton, VA 20124; or via email at [s70carllion@aol.com](mailto:s70carllion@aol.com).

Sincerely,

Carl E. Allen  
President, Clifton Lions Club

25 September 2002, Text - email message to Mayor & Town Council

Mr. Mayor & Clifton Town Council Members,

During a phone conversation this evening with Ms. Buckley, Manager of the Clifton Town Hall, I expressed the Lions Club's and our caterer's concerns reference the cleanliness of the town hall's restrooms and kitchen facilities. Our club's catering service has, on many occasions, expressed concern over the cleanliness of the kitchen since they use the facilities for food preparation.

Ms. Buckley was aware of these issues since the town hall is cleaned once every two weeks by a cleaning service. Keeping facilities clean during high use periods is challenging based on the cleaning schedule. Future plans considered by Ms. Buckley may include a cleaning fee for larger event users of the hall. Additionally, in the interim, hall users might be reminded, prior to their events, that leaving the hall "neat & clean" for the next user is a true sign of community spirit. The hall is a wonderful gathering place available to Clifton residents and its neighbors, now and in the future.

Sincerely,

Carl Allen - President  
Clifton Lions Club



***Baber & Kalinowski, P.C.***  
***10340 Democracy Lane, Suite 210***  
***Fairfax, Virginia 22030***

*HUD*  
*Dw. T.C.*  
*mtg*  
*2/22/02*

**Phone 703-591-2323**  
**Fax 703-591-9347**

**Writer's Email:**  
**bb@baberkal.com**

December 4, 2002

Ms. Carmella Mulloy  
U.S. Department of Housing and Urban Development  
Program Support Division, 12<sup>th</sup> floor  
100 Penn Square East  
Philadelphia, Pennsylvania 19107

Re: HUD Homes Sale Program

Dear Ms. Mulloy:

You requested that I correspond with you concerning the objectives of the Town of Clifton, Virginia in purchasing HUD homes that are located in the Commonwealth of Virginia, whether or not within the corporate boundaries of the Town.

The Mayor and Council of the Town have authorized purchase of homes by the Town which, when repaired as required to make them safe and sanitary, will provide owner-occupied housing for low and moderate income persons in the Commonwealth. The Town understands the limitations inherent in the acquisition and subsequent sale of HUD homes, i.e. that they must be sold to members of the general public (i) who will occupy the house as their primary residence, (ii) who are not elected or appointed officials, employees, business associates of the Town or any entity providing acquisition or rehabilitation funding, management, sales or rehabilitation services or other services associated with any home, or related by blood, marriage, or law to any of the foregoing, and (iii) whose income do not exceed 115% of the median income in the metropolitan statistical area in which the house is located, and that the home must be sold for a price not in excess of 110% of "net development cost," as defined in HUD Notice 2001-30. The Town's objective is to achieve sales to persons with incomes less than the maximum amount and at prices less than the mandated ceiling.

In furtherance of this purpose, the Town has established a policy that, if the proposed purchaser of a home has household income that is less than 100% [rather than 115%] of the median income in the area in which such home is located, and one or more of the purchasers is employed full time as a fire fighter, law enforcement officer or teacher, or the purchaser is a

single head of household with at least one child intending to reside in such home, then the Town will contribute up to 3% of the sale price of such home to such purchaser either as a reduction of the sale price or to pay closing costs or down payment. Additionally, the Town may, but is not obligated to, provide down payment and closing cost assistance to other purchasers who are qualified under HUD program standards. These amounts will be paid from the Town's net profit from the sale transaction, and such assistance is not treated as part of the "net development cost" calculation.

In addition to funding down payment and closing cost assistance, the Town will use any net profits generated by its purchase and sale of HUD home to carry out governmental activities of the Town, which will include but not be limited to providing grants and/or loans for the improvement of housing and other physical facilities located within the Town. You expressed concern during our telephone conversation that a portion of the Town's net profit may be used for purposes other than housing for low and moderate income persons. After reviewing HUD Notices 97-5, 00-08, 01-30 and 02-01, I do not find any requirement that net profits generated from the sale of HUD homes purchased at a 10-30% discount be used solely for housing purposes. Please let me know if there is another authority for that requirement.

You expressed surprise that the Town would purchase HUD homes outside of its geographic boundaries. The Town, located in southwest Fairfax County, is ¼ mile by ¼ mile in size and has approximately 300 residents. The Town would be pleased to purchase homes within its boundaries but has an interest in facilitating safe and sanitary housing for low and moderate income persons in the Commonwealth of Virginia, both within and without its boundaries. Like nonprofits, the Town can assist qualifying purchasers within the Commonwealth who need help to purchase homes. I believe that, in early conversations either with Ms. Harrigan or you, I mentioned the Town's size and that its elected governing body was not paid, but we did not discuss the question of the Town's intent to purchase homes outside its boundaries. I apologize for any confusion about the Town's purchase intent. It would facilitate early identification of such concerns if HUD had an application form for governmental bodies.

Please give me a call if you have further questions as to these matters.

Very truly yours,

Brant Baber

cc: Mayor and Council  
Roderick Williams, Esq.

## Resolution Concerning HUD Homes Program

The Mayor and Council of the Town of Clifton, Virginia hereby resolve as follows:

1. The Town of Clifton, Virginia desires to carry out a program under which the Town will purchase homes from the U.S. Department of Housing and Urban Development ("HUD"), cause such homes to be repaired so as to be decent, safe and sanitary, and sell such homes to qualifying purchasers to provide owner-occupied housing for low and moderate income persons in the Commonwealth of Virginia.
2. The Town acknowledges that, pursuant to HUD requirements, it must sell homes to members of the general public (i) who will occupy the homes as their primary residences, (ii) who are not elected or appointed officials, employees, business associates of the Town or any entity providing acquisition or rehabilitation funding, management, sales or rehabilitation services or other services associated with any home, or related by blood, marriage, or law to any of the foregoing, and (iii) whose incomes do not exceed 115% of the median income in the metropolitan statistical area in which the home is located, and that each home must be sold for a price not in excess of 110% of its "net development cost," as defined in HUD Notice 2001-30.
3. The Town's objective is to achieve sales to persons with incomes less than the maximum amount and at prices less than the mandated ceiling. For this purpose, the Town will contribute up to 3% of the sale price of a home, either as a reduction of the sale price or to pay closing costs or down payment, to each qualified purchaser who has household income less than 100% of the median income in the area in which such home is located, and one or more of the purchasers is employed full time as a fire fighter, law enforcement officer or teacher, or the purchaser is a single head of household with at least one child intending to reside in the home. Additionally, the Town may, but is not obligated to, provide down payment and closing cost assistance to other purchasers who are qualified under HUD program standards.
4. The Town will use any net profits generated by its purchase and sale of HUD homes to carry out governmental activities of the Town, which will include but not be limited to improving housing and other physical facilities located within the Town.
5. The Mayor, Vice-Mayor and/or Brant Baber each is designated to execute all instruments and take all action required of the Town in connection with the HUD Homes Program. *See by Clifton T.C. Actg.*
6. This resolution shall take effect immediately.

*File  
copy -  
Dec.  
T.C.  
mtg.*

*policies adop.*

CERTIFICATION

The foregoing is a true copy of the resolution duly adopted by the Mayor and Town Council of the Town of Clifton, Virginia at a meeting duly called and held on December 3, 2002.

---

Name: Pam Wallace  
Title: Clerk

[SEAL]

*File  
copy*

TOWN OF CLIFTON, VIRGINIA

TREASURER'S REPORT

3-Dec-02

STATEMENT OF CASH BALANCES

*Sun Trust  
7% of interest? ←  
(per Mr. Arnold)*

Regular Checking Account:	\$1,571
Money Market Savings Account:	\$37,616
Planning Commission Escrow: Overson	<u>\$5,680</u>
<b>TOTAL CASH BALANCE:</b>	<u><u>\$44,867</u></u>

Treasurer's Report prepared by:

Marilyn Barton  
Treasurer

CERTIFICATION

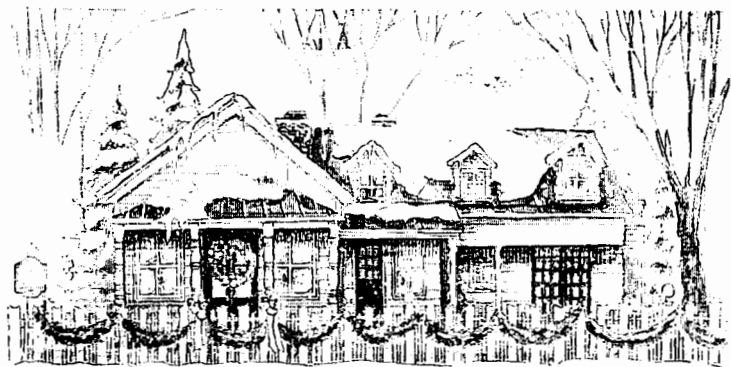
The foregoing is a true copy of the resolution duly adopted by the Mayor and Town Council of the Town of Clifton, Virginia at a meeting duly called and held on November 17, 2002.



---

Name: Pam Wallace  
Title: Clerk

[SEAL]



The Canary Cottage Bed & Breakfast

*From July 1st to 31st 1900*

# The Canary Cottage

**B**uilt in 1884, The Canary Cottage began as a General Mercantile Store and through the years has been occupied as a Saloon, Bakery, Grocery, Pool Hall, Cabinet Shop and Church. An addition was made in 1926, which served as a Barber Shop. The Building was completely restored in 1965 and renovated during 2000. It is Clifton, Virginia's only Bed & Breakfast establishment.

## "The Canary Cottage"

*7153 Main St., PO Box 110,*

*Clifton, Virginia 20124*

*(703) 322-1811 [fax] (703) 322-1856*

*Lynne Garvey Hodges, Proprietor*

email: [BandB@canarycottage.com](mailto:BandB@canarycottage.com) web site: [www.canarycottage.com](http://www.canarycottage.com)





File  
copy

**Filing Instructions**

The Planning Commission meets the last Monday of each month, in the Clifton Town Hall, at 7:30 PM. Applications for Use Permits must be received to the Clifton Town Clerk by the 15<sup>th</sup> of that month, to be heard at that month's meeting. The Planning Commission's recommendations are usually heard at the next Town Council meeting, which is the first Tuesday of each month.

All applications must be fully collated and stapled.

The Town Clerk must be provided 7 complete copies (for the Town Council), as well as the check, made out to "The Town of Clifton". The Town Clerk is Pam Wallace, PO Box 76 , 12746 Chapel Street.

The Planning Commission must receive 10 complete copies. These should be delivered to the Chairman, Bill Holloway

Pam.  
FYB.  
☺  
Jm

APPLICATION FOR USE PERMIT—TOWN OF CLIFTON, VIRGINIA

Type: Residence  New Construction  Business  Home Business   
Date Submitted to Town Clerk November 20, 2002  
Town Clerk's Signature: \_\_\_\_\_

**Revised**

The undersigned hereby applies for a Use Permit under provisions of Article 2, Section 9-10, of the Zoning Ordinance of the Town of Clifton:

Name of Applicant: Lynne Garvey Hodge

Name of Business (if Business Application): The Canary Cottage

Owner(s) of premises or business: Lynne Garvey Hodge

Address of premises or business: 7153 Main St., PO Box 110, Clifton, VA 20124

Tax map number: 0754 02 0061 Zoning district:  Res  Comm  Other

Describe purpose of application: Use of the property at 7153 Main from solely residence to an "in home" "bed & breakfast" business. The Canary Cottage will be a traditional "bed & breakfast" which will provide two (2) comfortable lodging rooms in our private home. The Canary Cottage will not be a hotel or motel, but will be first & foremost our home. Our guests will be expected to keep noise to a minimum. Loud music, partying, slamming of doors, etc. will be forbidden. Shoes & shirts will be required at all times outside of lodging rooms. Parking will be provided in our property's driveway off Pendleton St. Unloading on Main St. will be allowed to off-load luggage. We will operate on weekends and Holidays with allowances for one – two additional days between a Holiday & the closest weekend. (So, if Christmas fell on a Wednesday, we would allow guests to stay Thursday; Holidays to include, Christmas, New Years, Valentines, Easter, Memorial Day, July 4<sup>th</sup>, Labor Day, Veterans Day). Smoking will be prohibited on our property as will the consumption of alcohol

If business or home business, days & hours of operation: Friday, 5:00pm – Monday, 9:00am & Holidays with allowances for one – two additional days between a Holiday & the closest weekend. (So, if Christmas fell on a Wednesday, we would allow guests to stay Thursday; Holidays to include, Christmas, New Years, Valentines, Easter, Memorial Day, July 4<sup>th</sup>, Labor Day, Veterans Day

If business or home business, number of FT employees: 1 or 2 residents, as necessary  
and square footage: for dedicated Bed & Bath: 373 square feet; Shared space: 500 square feet; (total = 873 square feet; under 25% requirement)

If business or home business, number of off-street parking spaces: 2 screened spaces

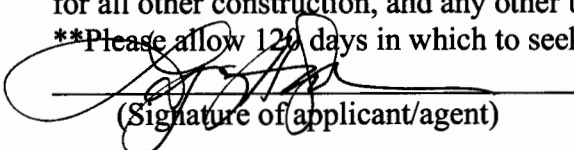
If business or home business, describe operation: A traditional 2 room "bed & breakfast" in a private home. (see above)

If business, attach building layout. Otherwise, attach copy of plat of premises.

For home business only, gross sq. footage of dwelling: 3,500 (including hallways)

Fee Enclosed: \$25.00 (\$150.00, for adding to existing buildings, or new residential construction other than new homes, where the addition or new construction costs over \$25,000.00; \$250.00, for new home or commercial construction; or \$25.00, for all other construction, and any other use permit)

**\*\*Please allow 120 days in which to seek & secure lot line adjusment\*\***

  
(Signature of applicant/agent)

\_\_\_\_\_  
(Signature of landlord/lessor)

7153 Main St., PO Box 110, Clifton, VA 20124  
(703) 322-1811 (Telephone)

(Mailing address/Zip)

November 15, 2002

**s a m p l e**

Tom & Marilyn Barton  
12705 Chapel Rd.  
PO Box 121  
Clifton, VA 20124

Dear Neighbor,

Please note that the Clifton Planning Commission is meeting this coming Monday, November 25, 2002 at the Town Hall at 7:30pm. Please note that on the Agenda for this meeting is the discussion of a slight change in wording in the original permit to the Bed & Breakfast at 7153 Main St., Clifton, VA, "The Canary Cottage". In keeping with the Bylaws of the Town of Clifton you are hereby given notice of this meeting—I encourage you to please attend and review the attached letter that has been given to the Town Council & Planning Commission. Please let me know if I can answer any questions for you before then. Thank you.

Lynne Garvey Hodge  
7153 Main St., Clifton, VA 20124  
(703) 322-1811  
lghassoc@erols.com

December 3,  
2002

1

① Nov 5th minutes, approved

② Nov. 17th minutes ↓

# 2 items; re: Gilliam property

Arnold, Wayne: abstain (they were not at this meeting)

Ayes: Buckley, Hollaway, Harrington, Chesley

? # Agenda,

how T.C. mtg. should be run

③ Treasurer's Report

Accepted unanimously; Mac requested info on Money Market Savings Acct

④ Planning Commission

a) Burdette/W. II - boundary line > okay -

b) Stoney use permit (home business) use permit application

↓ forensic company

↓ approved unanimously going to

c) Van Linder addition use permit → Appl

Commercial; incl. additional parking → discussion

only → no application necessary because

property is already zoned Commercial -

will no longer be partly residential, now totally Commercial

d) Lynne J. Hodge - home bus. B & B - expand to

holidays (that might fall on a week day) →

this, according to Bill, would require a public hearing

held at next Planning Comm. mtg. (in Jan. 6th, 2003); must

be explicit in which holiday Lynne is requesting →

this hearing will be held the day before the Jan. T.C. mtg.

Harilyn needs copy okay

designation of cert. is D.S.

(2)

① Community Open Space issue - request from Planning Comm.

Home Businesses: Only <sup>20-</sup>25% of dwelling → discussion in next month's agenda  
\* question of advertising fees involved, brought up by Bill

⑤ ARB: Royce Jarratt

① Chesley re-application for garage: approved 3-2

⑥ BZA

① 2 new members needed?

Resignation of Corliss from Planning Comm. per

⑦ Michelle: remainder of Corliss' term -  
Stein motion → approved unanimously

⑧ HRD Program

update: B. Baber

→ report on

John Enbark: bids made so far  
Since last TC mtg.

Discussion of letter Brant drafted to Baber

person has no authority → Ms. Mully describing Tom's contract & intentions; Brant recommends Tom adopt his resolution (to give legal clout)

→ ~~keep~~ dealing exclusively w/ ~~the~~ State of VA

we need to tell them how we are going to use our profits

\* See item #5 under Resolution

Vice-mayor (who is this person at the present time? <sup>every</sup> 8 mos. this person changes

• motion made to adopt resolution & changes

Under → passed

• letter to reflect passing of resolution to be sent to Ms. Mully & Healy?

(3)

John Eubank's report: month of November  
33 homes were reviewed -

19 selected to bid on; 4 were awarded  
+ 2 more a few days later, then 1 today

Projected profit of 4 homes (w/out bonus) →  
\$14,300.00 → quite a nice little  
bundle!

\* Buyers of homes must  
qualify under H.U.D. guidelines & restrictions

⑨ Gilliam property

Jim Fullerton recommended we have contract  
in hand when lunch <sup>mtg.</sup> does take place  
closed session

⑩ Speed Billboards that show person's speed - must be  
fixed to go on <sup>telephone</sup> power poles, & hooked up to power  
Wayne / Laura - request to have a recommendation  
at next mtg. by Wayne & Laura on placement w/in  
town boundaries unanimous

⑪ Haunted Trail debrief } does not have person  
count - estimate is about 1500 people; police  
coverage provided by Mark H. w/ his guns - ~~that~~  
was helpful to have him around; \$6000.00  
taken in; possibility of lighting trail better next year to

⑫ Frog Hill Develop. Company proposal -  
asking to extend property parcel B  
to Frog Hill development property; to bring  
into town w/ \$25,000 being given to town  
(1.9 acres → 3 bedroom park site; Cold Point Rd.  
- address -  
prevent accidents }  
from insurance point of view }

(4)

J. France wants to include this parcel into the town & would like to have town benefit financially as well.

Big decision? No real downside in his proposal - he doesn't see any negatives w/ this idea. Jim Chesley: is 3 bedroom okay? Town of Herndon has also done this in the past & there have not been any problems.

Laura: will this set a precedent for future properties? Will this be a problem? Will others be requesting this for their properties (such as Deborah Pittin?)

Should we vote on this tonight??

historical significance

- Mac: not in favor
- Wayne: keep the present boundaries as they are
- Savold: not in favor - <sup>his</sup> property is right in front of (Scott) this land

Effros: land will be developed regardless - that impact will happen

S. Yantis: what has the County ruled? (No ruling to date, according to Jim France)

B. Baber: what's the problem? why not give this land the ability to be incorporated into the town -> let's keep an open mind!

Jimmy: does Clifton have planning authority w/in state statute? (w/in 1/4 sq. mile?)

> Can town attorney look into this for clarification?

Jim France benefit that town would have & its a say in what is being built

Savold: Can it be built on? <sup>design</sup>

Jim France: I don't want to go through County! Too time consuming

(5)

Jim Chesley: Would still like to consult county on this matter

Wayne: Motion not to talk to county - passed unanimously

Bill Holloway: Should we formalize our position? Should we take a vote?

Steve Effros: Do we as a town have the authority to reject this boundary chg. request

Motion made by Mac Arnold to at this time not to allow such extension of boundaries & resolution ~~not~~ to OPPOSE modification of current town boundaries

Issue: Jim France wants Planning Comm. to take on this; do full investigation, not a knee-jerk

vote  
terminate discussion

Nays: Harrington/Chesley  
\* Motion passed

we are spending too much time on this stupid issue?

(13) Town Election matrix → Wayne's his options

Vice mayor designation?

Any dialog? Bill: keep status quo?

Mayor: let's keep what we have? 100 years we've had this present system in place

Contact her as soon as possible - who, pray tell??



Charter change?

(6)

or insert into charter

\* wordage insert re: vice mayor

Rob will come up w/ this for us  
next meeting

For Jimmy -  
running list  
for public  
mtg:

• vice mayor  
selection

• B & B ordinances  
to extend to days  
& other than week-  
end days: Fridays,  
Saturdays & Sundays

(14) T.C. member assignments/  
designations

DONE!

Motion > approved unan.

(15) Tour > Lynne & Jennifer  
[4-8 p.m.] > okay, honey!

Beauty, caten Comm is taking on &  
will be reaping profits

Is this okay?

Motion made - unanimous! Okay

(16) Lion's Club letter to inform town  
one of original groups that supported  
town endeavors

will ~~not~~ rent Town Hall (Security concerns, dirty  
condition of hall, etc.)  
closet broken into

Quite a # of implications are involved  
in this decision -> quite grave, according to  
Jimmy

Margot: • rental check rec'd for 2002?

(17) Ray Tyson: 3rd annual motorcycle

April 27th - just parking lot, not inside of  
building

(18) Special Meeting

(7)

12/17: Chptm Elm. School

Motion to  
go into spec.  
session for  
discussion  
of acquisition  
of a Gilliam  
property

TOWN RATES FOR TOWN PURPOSES FOR THE TAX YEAR 2002

Real Estate.....\$ \_\_\_\_\_ Per \$100  
Tangible Personal Property.....\$ \_\_\_\_\_ Per \$100  
Machinery and Tools.....\$ \_\_\_\_\_ Per \$100  
Merchants' Capital.....\$ \_\_\_\_\_ Per \$100

Please return by November 21, 2002 to:  
Virginia Department of Taxation  
Office of Policy Development  
Post Office Box 1880  
Richmond, Virginia 23218-1880  
FAX 804-367-6020

Signed Sam Wallace  
Clerk of Town Council

Name of Town Clifton

Date 11/10/02

Telephone Number 703-830-9619



# COMMONWEALTH of VIRGINIA

## *Department of Taxation*

October 25, 2002

### **TO THE CLERK OF THE TOWN COUNCIL:**

Section 58.1-210, Code of Virginia, requires the Department of Taxation to publish annually a pamphlet giving the current tax rates in effect throughout the state. The Virginia Code further imposes upon each Clerk of the Town Council the responsibility for furnishing the information for publication of this pamphlet.

Please complete the enclosed form, indicating the rates of town taxes imposed for town purposes for tax year 2002 and return it to the Department by November 21, 2002. If you have any questions, please feel free to call Laura Belcher, Administrative Assistant for Policy Development at 804-367-2423.

Thank you for your prompt attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Wm. White".

William J. White  
Executive Assistant  
Policy Development Office

Enclosure