

**CLIFTON TOWN COUNCIL MEETING  
TUESDAY, JUNE 6, 2023, 7:30 PM  
WAYNE H. NICKUM COMMUNITY MEETING HALL  
12641 CHAPEL ROAD  
CLIFTON, VIRGINIA 20124**

**Present:** Mayor Bill Hollaway; Councilmember Steve Effros; Councilmember Patrick Pline; Councilmember Lynn Screen.

**Virtually Present:** Councilmember Darrell Poe.

**Staff:** Amanda Christman, Town Clerk; Nick Orrison, Town Treasurer (virtual).

**Absent:** Vice Mayor Regan McDonald.

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**The Regular Meeting was called to order by Mayor Hollaway at 7:39 PM.**

Order of Business

1. Adopt Policy for Remote Participation by Electronic Means for Town of Clifton.  
See attached.

- **Mayor Hollaway moved to adopt the policy for remote participation by electronic means for the Town of Clifton, seconded by Councilmember Pline. The motion was approved by poll, 4-0.**

a. Confirm and Declare Physical In-Person Quorum for Meeting.

Mayor Hollaway confirmed the physical presence of a quorum for the meeting.

b. Identify Remote Participants.

Councilmember Poe and Town Treasurer Nick Orrison were identified as participating virtually via Zoom at the meeting.

i. General Location of Remote Participant.

Councilmember Poe was located in Clifton for the meeting.

ii. Reason for Remote Participation.

Councilmember Poe gave the reason that he was caring for a family member during the meeting.

2. Report of the Town Clerk:

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

- **Mayor Hollaway moved to approve the May 2, 2023 meeting minutes as presented, seconded by Councilmember Effros. The motion was approved by poll, 5-0.**

Adopted by the Town Council on July 11, 2023 as presented

b. Reschedule July Town Council Meeting (conflicts with July 4th Holiday).

- **Mayor Hollaway moved to reschedule the next Town Council meeting for Tuesday, July 11, 2023 at 7:30 PM at the Community Meeting Hall due to the conflict with the 4<sup>th</sup> of July holiday, seconded by Councilmember Effros. The motion was approved by poll, 5-0.**

3. Report of the Treasurer.

a. Approve Annual Budget for FY2024.

See attached Resolutions and FY2024 Budget.

- **Mayor Hollaway moved to adopt the FY 2024 Budget, adopt the FY 2024 tax rates, motor vehicle registration and Use Permit fees, and authorize the appropriation and expenditure for the release of FY 2024 funds, seconded by Councilmember Effros. The motion was approved by roll-call: Hollaway: Aye; Effros: Aye; Pline: Aye; Screen: Aye; Poe: Aye.**

b. Financial Report.

See attached report.

Councilmember Poe indicated he would investigate the cost and functionality of using Google for electronic meeting participation as a potential alternative to Zoom.

- **Mayor Hollaway moved to approve the payment to Maureen Gilmore in the amount of \$3,650 for legal services provided to the Town, seconded by Councilmember Poe. The motion was approved by roll-call: Hollaway: Aye; Effros: Aye; Pline: Aye; Screen: Aye; Poe: Aye.**

The Treasurer reported that the BPOL audit project is moving forward with the assistance of Phyllis Lovett to reconcile the current BPOL list with records from previous years.

The Treasurer reported on the progress made to date in reconciling the Town's records of reimbursements from VDOT for the Streetscape project. Councilmember Effros added that a similar report of how in-kind match money has been allocated, tracked and spent should be prepared. Mayor Hollaway requested copies of each VDOT payment spreadsheet as part of the financial records reconciliation for Streetscape.

4. Citizen's Remarks.

a. Property Owner Letter Objecting to Proposed Trail Connecting Town of Clifton and Hemlock Overlook Park.

Mayor Hollaway noted that the Town Council received a complaint from a property owner regarding the proposed trail, and as such, the Councilmembers indicated that the Town will not take any action on the trail as currently proposed.

b. Mayor Hollaway reported that a recent motor vehicle accident on Clifton Road caused damage which may require two additional speed signs – one behind The Chesley home and one toward Clifton Heights Lane.

5. Reports of Committees:

a. Planning Commission.

No report.

b. Zoning Administrator.

- **Mayor Hollaway moved to award a \$1,000 incentive to the Zoning Administrator in recognition of the resolution of the longstanding violations at 7184 Clifton Road, seconded by Councilmember Effros. The motion was approved by roll-call: Hollaway: Aye; Effros: Aye; Pline: Aye; Screen: Aye; Poe: Aye.**

c. Architectural Review Board.

Phyllis Lovett reported that the Architectural Review Board reviewed and approved an application for a fence at 12743 Chapel Street and held a preliminary discussion on the option of adding civil penalties to the Zoning Ordinance.

i. Renewal of Terms of ARB Members from July 1, 2023 to June 30, 2025.

- **Mayor Hollaway moved to renew the terms of the Architectural Review Board members from July 1, 2023 to June 30, 2025, seconded by Councilmember Pline. The motion was approved by poll, 5-0.**

Councilmember Screen noted that there are new residents in Town who would have an interest in filling future vacancies.

d. Parks Committee.

i. Eagle Scout Project at Harris Park – Update.

Eagle Scout Candidate Evan Laurence reported on the work that was done in the park as part of his Eagle Scout project, which included replacing wood, cleaning playground equipment, installing a removable fence post pipe, and cleaning the gazebo.

ii. Approve Mulch for Children’s Playground in Harris Park.

- **Mayor Hollaway moved to approve the purchase and installation of mulch for the Children’s Playground in Harris Park at an expense of up to \$5,000 second by Councilmember Screen. The motion was approved by roll-call: Hollaway: Aye; Effros: Aye; Pline: Aye; Screen: Aye; Poe: Aye.**

iii. Report on 8-Acre Park Bridge Repair.

The Town Council appreciated the resident contribution to the bridge repair but underscored the importance of contacting the Council prior to beginning public works or improvements in the future.

e. Streetscape Committee.

See report with referenced attachments.

i. Consider Scheduling Public Information Meeting regarding Streetscape Project.

ii. Consider Scheduling Public Hearing on Town Council Decision to Proceed with Streetscape Project.

Geri Yantis presented the draft easement intent letters and explained their purpose as an informal method to explain a formal process to individual affected property owners and to gain an understanding what the owners’ thoughts are with regard to easement acquisitions.

Adopted by the Town Council on July 11, 2023 as presented

- **Councilmember Screen moved to approve the draft easement intent letters to be signed by the Mayor according to his judgment, seconded by Mayor Hollaway. The motion was approved by poll 5-0.**

Mr. Yantis presented the draft construction phase new performance date letter, which is needed because the previously set date has passed.

- **Councilmember Screen moved to approve the letter once the specific date is included in the letter, provided that the date is acceptable in the Mayor's judgment, seconded by Mayor Hollaway. The motion was approved by poll 5-0.**

Mr. Yantis detailed the reasoning behind scheduling a new Public Hearing as a critical part of the path to move forward with the project and explained that the recommendation is to hold it in an open forum to closely match the style of the Public Information Meeting held in June 2018.

- **Councilmember Screen move to approve and set the Open Forum Public Hearing for Thursday, August 17 at 7:30 PM for a cost estimated at \$6,000, seconded by Councilmember Effros. The motion was approved by poll, 5-0.**

#### 6. Unfinished Business:

a. Town of Clifton VDOT Title VI Plan – Update.

- **Mayor Hollaway moved to approve and sign the proposed Assurances and to include them in the VDOT Title VI Plan for agency review, seconded by Councilmember Screen. The motion was approved by poll, 5-0.**
- **Mayor Hollaway moved to approve the proposed RFP template for inclusion in the VDOT Title VI compliance agency review, seconded by Councilmember Pline. The motion was approved by poll, 5-0.**

b. EPS Litter Grant – Status.

The Treasurer was directed to send the EPS Litter Grant back.

c. Replace Broken Window in Town Hall – Update.

Councilmember Poe reported that discussions with the County over the broken window are ongoing.

#### 7. New Business:

a. Approve VRSA Annual Town Insurance Renewal.

- **Mayor Hollaway moved to approve the payment of \$6,406 for VRSA coverage for the coming year, seconded by Councilmember Pline. The motion was approved by roll-call: Hollaway: Aye; Effros: Aye; Pline: Aye; Screen: Aye; Poe: Aye.**

Councilmember Effros recommended that the Town plan to investigate future liability for the proposed sidewalks as part of the Streetscape Phase 2A.

#### 8. Adjournment.

Adopted by the Town Council on July 11, 2023 as presented

- **Councilmember Poe moved to adjourn, seconded by Councilmember Effros. The motion was approved by poll, 5-0.**

The Meeting was adjourned at 9:47 PM.

## **TOWN COUNCIL ELECTRONIC MEETING POLICY**

It is the policy of the Clifton Town Council that individual Town Council members may participate in meetings of the Town Council by electronic means as permitted by Virginia Code § 2.2-3708.3, as amended. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

Whenever an individual member wishes to participate from a remote location, the law requires a quorum of the Town Council to be physically assembled at the primary or central meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

When such remote participation is due to a temporary or permanent disability or other medical condition of a public official or a family member that requires the public official to provide care, the number of meetings is not limited. If remote participation is due to an emergency or personal matter, such participation is limited by law to two meetings or 25% of the meetings each calendar year, whichever is greater.

In the event of a declaration of emergency issued by the Governor in accordance with Code of Virginia section 44-146.7 or by the Town in accordance with Code of Virginia section 44-146.21, and for the duration of the emergency, the Town Council may meet without a quorum physically assembled at one location as provided in Code of Virginia section 2.2-3708.2(A)(3), provided that the catastrophic nature of the declared emergency makes it impractical or unsafe to assemble a quorum in a single location, and the purpose of the meeting is to provide for the continuity of Town operations or the discharge of the Council's lawful purposes, duties and responsibilities. In such event, the Council shall give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with notice provided to members of the Council; make arrangements for public access to the meeting through electronic communication means, including videoconferencing if available; and provide the public with the opportunity to comment at the meeting if the meeting is one at which public comment is customarily received. The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes.

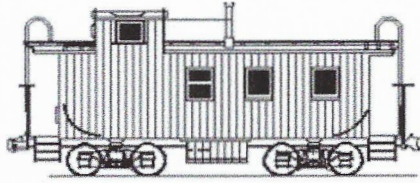
### **AUTOMATIC APPROVAL**

Individual participation from a remote location shall be approved unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act. If a member's participation from a remote location is challenged, then the Clifton Town Council shall vote whether to allow such participation. If the Town Council votes to disapprove of the member's participation because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

**Note that if the member's electronic participation is disapproved, the member may still monitor the meeting, but MAY NOT participate.**

## **MEETING PROCEDURES FOR REMOTE PARTICIPATION**

1. Implement policy that has previously been adopted by the public body.
2. Prior to the meeting, member notifies the chairperson that he or she plans to participate remotely and the reason, medical or personal.
3. A physical quorum must be present at the meeting place.
4. At the beginning of the meeting, after a physical quorum has been declared, chairperson must:
  - a. Identify the remote participant.
  - b. Identify the general location of the remote participant (the exact address is not necessary).
  - c. Describe the remote participation reason:
    - i. Medical disability/illness or caring for a family member with a medical disability/illness need not be described in detail.
    - ii. Personal reason (work, travel, traffic, emergency) must be described.
5. The remote participant must hear and be heard during the meeting.
6. The remote participant may participate and vote as if physically present.
7. Frequency of remote participation:
  - a. A medical disability/illness reason can be used for an unlimited number of meetings
  - b. A personal reason is limited to 25% of calendar year meetings, rounded up to the nearest whole number.
8. If there is an objection to the remote participation:
  - a. A vote is taken on the matter.
  - b. If the objection passes, the remote participant may listen, but not participate in the discussion or voting.



**TOWN OF CLIFTON  
FAIRFAX COUNTY, VIRGINIA**

**PRESENTED:** June 6, 2023

**A RESOLUTION:                   ADOPTING THE FY 2024 BUDGET**

**WHEREAS,** The Clifton Town Council duly advertised its proposed FY 2024 budget with taxes, motor vehicle registration, Use Permit and other fees on April 26, 2023; and,

**WHEREAS,** On May 2, 2023, the Clifton Town Council held a Public Hearing on its proposed FY 2024 Budget, taxes, motor vehicle registration, Use Permit and other fees;

**NOW THEREFORE,**           Be it resolved, that pursuant to Code of Virginia of 1950, as amended, § 15.2-2503, the Clifton Town Council hereby adopts its Budget for FY 2024, as attached to this Resolution.

**ADOPTED THIS 6TH DAY OF JUNE 2023.**

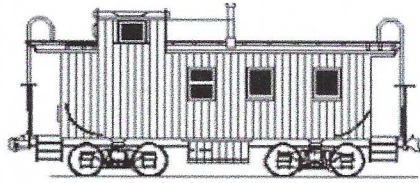
*William R. Hollaway, Mayor*



ATTEST:

Amanda Christman, Town Clerk





**TOWN OF CLIFTON  
FAIRFAX COUNTY, VIRGINIA**

**PRESENTED:** June 6, 2023

**A RESOLUTION: ADOPTING THE FY 2024 TAX RATES, MOTOR VEHICLE  
REGISTRATION AND USE PERMIT FEES.**

**WHEREAS,** The Clifton Town Council duly advertised its proposed FY 2024 Budget with taxes, motor vehicle registration, Use Permit and other fees on April 26, 2023; and,

**WHEREAS,** The proposed Budget contains taxes for communications sales, railroads, utility consumption, business licenses, cigarettes, meals, motor vehicle registration, Use Permit and other fees; and,


**WHEREAS,** On May 2, 2023, the Clifton Town Council held a Public Hearing on its proposed FY 2024 Budget, taxes, motor vehicle registration, Use Permit and other fees.

**NOW THEREFORE,** Be it resolved that pursuant to Code of Virginia of 1950, as amended, § 15.2-2503, and §§ 15.2-2108.1:1, -2286, §§ 58.1-662, -648, -2607, 2900, -3703, -3830, -3840, and § 46.2-752, the Clifton Town Council hereby adopts the taxes, motor vehicle registration, Use Permit and other fees contained in its FY 2024 Budget, as attached to this Resolution.

**ADOPTED THIS 6TH DAY OF JUNE 2023.**

  
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*William R. Hollaway, Mayor*

ATTEST:

  
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Amanda Christman, Town Clerk







Amanda Christman <clerk@cliftonva.gov>

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## TOC May 2023 Financials

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**Clifton Treasurer** <treasurer@cliftonva.gov>

Tue, Jun 6, 2023 at 8:07 AM

To: Pat Pline <ppline@cliftonva.gov>, Stephen Effros <seffros@cliftonva.gov>, Lynn Screen <lscreen@cliftonva.gov>, William Hollaway <whollaway@cliftonva.gov>, Amanda Christman <clerk@cliftonva.gov>, Darrell Poe <dpoe@cliftonva.gov>, Regan McDonald <rmcdonald@cliftonva.gov>

Good Morning All!

Please see the attached with the below notes.

-VML Membership has been renewed.

-Zoom renewal rate is "heavily discounted" as is - only way to lower would be decreasing master users (Amanda, Phyllis, Royce).

-working on reconciling BPOL report to determine who we may be missing, report will be presented at June meeting

Thank you all; see you tonight.

Best,  
Nick Orrison

Treasurer  
Town of Clifton

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 **05.31.23 Financial Statements.pdf**  
131K

ASSETS	5/31/2023	CD Term	Maturity Date	APR %	<u>Negotiated Increases</u>	
Current Assets						
Checking/Savings						
John Marshall Bank CDs	320,613.93				Funds are remaining as is for Short Term	
United Bank - Haunted Trail Account	7,019.71					
United Bank - Events Acct	5,425.28					
United Bank - Checking	48,905.55	Min Bal \$2,500	"Chairman's Club"	0.10%		
United Bank - Security Deposit	4,413.30					
United Bank - Money Market Savings	181,542.86	Min Bal \$15,000	10/31/2020	3.50%	Funds are remaining as is for Short Term	3.50%
United Bank - CD	901,000.00			4.00%		4%
Investments-LGIP	1,004.26			0.15%		
<b>Total Checking/Savings</b>	<b>1,469,924.89</b>					



## Town of Clifton Profit & Loss Budget Performance May 2023

	May 2023	Budget	Jul '22 - May '23	YTD Budget	Annual Budget
<b>Income</b>					
Committees Fundraising (Homes Tour)	0	0	3,185	0	0
Community Hall Revenues	375	417	10,650	4,583	5,000
1    Federal CARES Act - COVID-19	0	6,902	151,996	75,917	82,819
General Donations	0	0	0	0	0
American Rescue Plan	0	0	0	0	0
Haunted Trail Event	0	0	49,514	0	0
Interest Income	1,035	542	7,499	5,958	6,500
Other Income	0	13	0	138	150
Pink House Rental	2,250	2,900	29,400	31,900	34,800
S.R. - Litter Control Grant	0	111	3,025	1,218	1,329
2    State Funding	0	1,250	15,000	13,750	15,000
Tax and Permits Revenue	3,472	8,567	87,501	94,233	102,800
3 <b>Total Income</b>	<b>7,132</b>	<b>20,700</b>	<b>357,770</b>	<b>227,698</b>	<b>248,398</b>
<b>Gross Profit</b>	<b>7,132</b>	<b>20,700</b>	<b>357,770</b>	<b>227,698</b>	<b>248,398</b>
<b>Expense</b>					
Bank Service Charges	0	0	131	0	0
Citizens' Recognition Expense	0	63	0	688	750
Commodities	100	394	1,640	4,336	4,730
Contractual	8,646	12,879	63,761	141,671	154,550
Haunted Trail Expenses	186	175	13,114	1,925	2,100
OTHER - TC approval req'd +\$500	0	1,250	0	13,750	15,000
Other Expenses	0	525	0	5,775	6,300
Payroll Expenses	6,010	6,192	66,738	68,109	74,300
Town Assoc of NoVA Event	0	0	0	0	0
<b>Total Expense</b>	<b>14,942</b>	<b>21,478</b>	<b>145,385</b>	<b>236,253</b>	<b>257,731</b>
<b>Net Income</b>	<b>(7,811)</b>	<b>(778)</b>	<b>212,384</b>	<b>(8,555)</b>	<b>(9,333)</b>
<b>CIF FUNDS:</b>					
<b>CIF Income</b>					
4    CIF - Capital Improvements Fund	0	6,667		73,333	80,000
<b>CIF Expenses</b>					
CIF -Streetscape Phase 2 Constr	0	0	3,045	0	0
Processing Easements	0	3,500	0	38,500	42,000
Streetscape 2A - Construction	0	4,833	0	53,167	58,000
CIF -Streetscape Phase 2 Design	0	0	0	0	0
CIF Expenses	0	32,500	20,842	357,500	390,000
<b>Total CIF Expenses</b>	<b>0</b>	<b>40,833</b>	<b>23,887</b>	<b>449,167</b>	<b>490,000</b>
<b>Net Income - CIF Funds</b>	<b>0</b>	<b>(34,167)</b>	<b>(23,887)</b>	<b>(375,833)</b>	<b>(410,000)</b>
<b>Consolidated Net Income</b>	<b>(7,811)</b>	<b>(34,944)</b>	<b>188,497</b>	<b>(384,388)</b>	<b>(419,333)</b>

**Town of Clifton**  
**Profit & Loss Budget Performance**  
May 2023

**NOTES & Highlights:** Only major items are highlighted at the Town Council's request.

Our total NEU deposit for COVID relief is officially \$221,173.25. (FY21 deposit \$69,177.25 and FY22 deposit \$151,996.00)

As a reminder, these funds are allowed to be used broadly. The purchase of recent green spaces will cover \$196,805.00 (89%) of these funds reported usage. The remaining \$24,368.25 will likely be reported used for lost revenues on canceled events due to COVID (Homes tour, Haunted Trail, etc.). The look back period is currently 2 years – so the town will not be returning any of these funds.

1

Our first expenditure report was filed 04/30/2022 listing \$196,805.00. The next will be filed 04/30/2023 for the remaining \$24,368.25.

2

State Funding \$15,000 received in December 2022, and check cut to Fire Department January 2023

**Actual v. Budget**

- Haunted Trail and Homes tour events were uncertain at the time of budget. Revenue accumulively increased by \$47,474.

3

-NEU Deposit was budgeted at minimum expected amount \$82,819. As per note 1, additional revenue \$69,177.

Total increase in Revenue: \$199,470.

4

All Traffic Solutions \$16,092.00 for town speed control expensed to Capital Improvement Funds (CIF).



Amanda Christman <clerk@cliftonva.gov>

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## TOC May 2023 Financials

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**Clifton Treasurer** <treasurer@cliftonva.gov>

Tue, Jun 6, 2023 at 2:35 PM

To: William Hollaway <whollaway@cliftonva.gov>

Cc: Pat Pline <ppline@cliftonva.gov>, Stephen Effros <seffros@cliftonva.gov>, Lynn Screen <lscreen@cliftonva.gov>, Amanda Christman <clerk@cliftonva.gov>, Darrell Poe <dpoe@cliftonva.gov>, Regan McDonald <rmcdonald@cliftonva.gov>, Yantis Susan <syantis@hunton.com>

Good Afternoon All!

I see the meeting will be in-person! I am on vacation, but sounds like Amanda and Phyliss are going to work up Zoom rig for me to participate. Thank you!

For the VDOT deposits rec - I found deposit corresponding to each request; though the amounts varied; likely due to oversight costs that have been discussed.

Per the attached - TOC has received deposits in the amount of \$159,669.59. This represents 86.5% of the Total Amount, and 96% of the perceived reimbursable amount.

Nick

[Quoted text hidden]



**Streetscape Project Deposit Rec. 06.06.23.pdf**

57K

Town Invoice to VDOT	Date	Total Amount	Reimbursable Amount	Reimbursement Amount Received From VDOT	Date of Reimbursement Deposit
109949-1	09.26.2017	\$1,849.67	\$1,479.74	\$1,022.33	12/8/2017
109949-2	11.02.2017	\$3,864.10	\$3,091.28	\$3,864.10	12/26/2017
109949-3	12.11.2017	\$7,921.25	\$6,337.00	\$6,298.60	5/3/2018
109949-4	02.15.2018	\$11,483.15	9,186.52	\$6,077.55	5/4/2018
109949-5	07.16.2018	\$4,556.28	4,556.28	\$4,556.28	08.15.2018
109949-6	09.12.2018	\$7,404.58	7,404.58	\$9,255.73	11.13.2018
109949-7	11.30.2018	\$23,756.02	\$23,756.02	\$23,028.45	12/19/2018
109949-8	01.22.2019	\$25,461.10	\$25,461.10	\$25,461.10	2/15/2019
109949-9	02.25.2019	\$41,062.22	\$32,849.78	\$33,199.62	07.29.2019
109949-10	05.15.2019	\$28,332.93	\$22,666.34	\$20,538.43	07.29.2019
109949-11	07.26.2019	\$12,288.75	\$12,288.75	\$12,288.75	09.09.2019
109949-12	12.05.2019	\$13,898.15	\$13,898.15	\$13,898.15	01.21.2020
109949-13	07.13.2020	\$1,572.00	\$1,572.00		
109949-14	01.19.2022	\$1,173.75	\$1,173.75	\$180.50	02.11.2022
		\$184,623.95	\$165,721.29	\$159,669.59	

White highlight --- Requested 80% as Reimbursable Percentage

Yellow highlight --- Requested 100% as Reimbursable Percentage





Amanda Christman <clerk@cliftonva.gov>

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## Town of Clifton Streetscape Project Committee Report

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**Geri Yantis** <gyantis@syaa.com>

Mon, Jun 5, 2023 at 12:45 PM

To: William Hollaway <whollaway@cliftonva.gov>, Regan McDonald <rmcdonald@cliftonva.gov>, Stephen Effros <seffros@cliftonva.gov>, Pat Pline <ppline@cliftonva.gov>, Darrell Poe <dpoe@cliftonva.gov>, Lynn Screen <lscreen@cliftonva.gov>

Cc: Clifton Treasurer <treasurer@cliftonva.gov>, "Yantis, Susan" <syantis@hunton.com>, Amanda Christman <clerk@cliftonva.gov>

All,





In an effort to begin addressing the concerns of the Town Council regarding the Town of Clifton Streetscape Project, and to address other items required to keep the Project moving forward, the Streetscape Committee is providing the attached Streetscape Committee Report. The report includes items that will be raised in the Town Council Meeting. There is a brief discussion of each item, but we will provide more detail in the discussion of each item.

Sincerely,

Streetscape Committee

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### 4 attachments

-  **June 2023 Streetscape Committee Report 6 4 2023.pdf**  
49K
-  **Public Hearing Cost Estimate.xlsx**  
13K
-  **Town of Clifton Easement Letter draft 6 4 2023.pdf**  
50K
-  **Town of Clifton Schedule Letter.pdf**  
42K



Amanda Christman <clerk@cliftonva.gov>

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## Town of Clifton Streetscape Project Committee Report

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**Geri Yantis** <gyantis@syaa.com>

Mon, Jun 5, 2023 at 3:37 PM

To: William Hollaway <whollaway@cliftonva.gov>, Regan McDonald <rmcdonald@cliftonva.gov>, Stephen Effros <seffros@cliftonva.gov>, Pat Pline <ppline@cliftonva.gov>, Darrell Poe <dpoe@cliftonva.gov>, Lynn Screen <lscreen@cliftonva.gov>

Cc: Clifton Treasurer <treasurer@cliftonva.gov>, "Yantis, Susan" <syantis@hunton.com>, Amanda Christman <clerk@cliftonva.gov>

All,

I, of course, received comments from Bowman Consulting shortly after I sent the Streetscape Project Committee Report. I have edited the letters, so please find attached the most current Easement Letter of Intent for your review.

Sincerely,

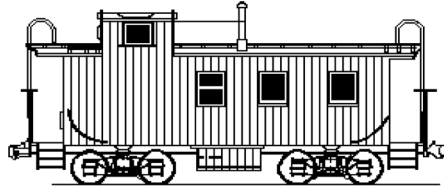
Streetscape Committee

[Quoted text hidden]



**Town of Clifton Easement Letter draft 6 5 2023.pdf**

52K



Town of Clifton, Virginia  
P.O. Box 309  
Clifton, VA 20124

## Streetscape Committee Report

### **Open Forum Public Hearing**

The Streetscape Committee requests the Town Council approve to schedule an Open Forum Public Hearing on August 3, 2023. The estimated cost for the hearing is \$3,500.00.

The Town Council and the Streetscape Committee agree there should be a Community Meeting to update the community on the Streetscape Project. It has also been requested by VDOT to hold a public hearing (or at a minimum to provide Notice to Hold a Public Hearing) per the requirements of Federally Funded Projects. The public hearing process will require 60 days. This process will take longer than other alternatives, but after discussions with VDOT it was decided this would be the best approach. The public hearing will allow for a presentation to re-introduce the Project, provide updates on the relocation of the utilities, allow informal discussions, and to allow recorded comments. The overall format will be similar to the 2018 public hearing. The presentation and other required documents will be available to the public at least 30 days prior to the hearing.

The costs would include the following required items: Legal Advertising, Recording and Transcribing Services and Translator Services (see attached). Any costs associated with consultants will be covered in the previously approved redistribution of the remaining funds left in the consultants' contract.

### **Easement Letter of Intent**

The Streetscape Committee requests the Town Council approve a draft Easement Letter of Intent (attached).

The purpose of this letter is to attempt to obtain the intent of each property owner's willingness to provide the required easement that will be necessary to complete the Project. The letter will be presented to each property owner after a discussion of the need for the required easement and to inform them of the formal right of way acquisition process they have the right to receive. This letter will allow the Project to know the intent of the property owners as soon as possible and prior to conducting the formal acquisition process. This draft letter has been sent to the Projects Right of Way Acquisitions Consultant (Bowman Consulting) for their final review. This letter is a form letter and will need to be edited for each property's owner information and type of easement required.

**VDOT Construction Phase New Performance Date Letter**

The Streetscape Committee requests the Town Council approve and the Mayor sign the VDOT Construction Phase New Performance Date Letter (attached).

The purpose of this letter is to reset the Project Schedule. The current Construction Phase Performance Date was December 2020. VDOT requires this letter to formally request the new date. Once the letter is submitted to VDOT and approved, the schedule will be reset. The committee will set the date with the project team and VDOT at the scheduled June 6, 2023, VDOT meeting. The committee will provide the date during the town council meeting.

Sincerely,  
Susan Yantis  
Streetscape Committee Chair

Vendor	Service	Cost	Needs roll- Existing Line Item? call?
J2E/LPDA Connection Newspaper	Update brochure, Staff at Hearing Legal Advertising	\$640.00	FY2024 "Legal Advertising" \$2,000 allocated
El Tiempo Latino Inabnet Court Reporting	Legal Advertising Recording and Transcribing	\$1,040.00	yes
		\$1,010.00	yes FY2024 "Miscellaneous Contractual Expenses" \$2,500 allocated
Liberty Language Services	Title VI Accommodations if requested by the public (2-hr min. charges)	\$450.00	FY2024 "Translation & Interpretive Services for Public Meetings" \$3,600 allocated
<b>Total</b>		<b>\$3,140.00</b>	<b>Yes</b>

**Assumptions for 1-hour  
Hearing 8/3/23 7:30 PM**

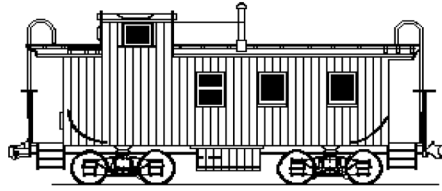
VDOT must approve drafts

\$330 if Town produces  
audio file; Can use audio  
equipment from History  
Committee?

If both ASL and Spanish  
translators are requested

**If approving Total cost**

DRAFT



Town of Clifton, Virginia  
P.O. Box 309  
Clifton, VA 20124

June \_\_, 2023

[Property Owner Name]  
[Property Owner Address]

RE: Required Easements  
Town of Clifton Streetscape Improvements (UPC 109949)  
State Project: CLFT-029-101, P 101, R-201, C501

Dear Property Owner,

The above referenced Town of Clifton Streetscape Improvement Project (the “Project”) will need certain types of permanent and non-permanent easements for completion of the Project. A [Temporary Construction, Utility, and/or Permanent Maintenance] Easement will be required on your property, located at [address], Tax Map Parcel [xxx] consisting of [xx] acres to [purpose of easement]. The required easement will be located as shown on the Easement Exhibit, copy attached.

As part of the right of way and easement acquisition process, the Project is required to obtain a valuation of each property affected by the easement and provide an estimate of just compensation (the “Just Compensation”) to acquire the easement from each property owner. Each property owner has the right to receive the Just Compensation or may choose to donate the necessary easements to the Project.

It is requested of you as the property owner to provide the Town of Clifton with your intent regarding the above referenced easement(s) and the related Just Compensation. Please indicate your intent by checking the applicable statements on the attached letter. Please check Statement #1 or #2, and if Statement #1 is checked please also check Statement #1a or 1b.

Sincerely,

William R. Hollaway, Mayor  
[whollaway@cliftonva.gov](mailto:whollaway@cliftonva.gov)

June \_\_, 2023

Town Of Clifton  
Mayor William R. Hollaway  
P.O. Box 309  
Clifton, VA 20124

RE: Required Easements Letter of Intent  
Town of Clifton Streetscape Improvements (UPC 109949)  
State Project: CLFT-029-101, P 101, R-201, C501

Dear Mr. Hollaway,

It is understood the above referenced Town of Clifton Streetscape Improvement Project (the "Project") will need certain types of permanent and non-permanent easements for completion of the Project. A [Temporary Construction, Utility, and/or Permanent Maintenance] Easement will be required on my property, located at [address], Tax Map Parcel [xxx] consisting of [xx] acres to [purpose of easement]. The required easement will be located as shown on the Easement Exhibit, copy attached.

As the Property Owner, it is also understood, as part of the right of way and easement acquisition process, the Project is required to obtain a valuation of my property affected by the easement and provide an estimate of just compensation (the "Just Compensation") to acquire the easement from me. I have the right to receive the Just Compensation, or I may choose to donate the necessary easement(s) to the Project.

I hereby declare to the Town of Clifton my intent as indicated by the check mark next to the statement(s) below.

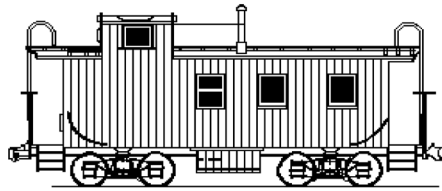
1.  I will agree to provide the required easement(s) referenced above. I further agree to execute all easement documents required to complete the conveyance.
  - a.  I will further agree to donate the easement to the Project and forgo the Just Compensation that would otherwise be provided to me.
  - b.  I will require the valuation of the property affected by the easement and the estimate of just compensation be completed prior to disclosing my intent to donate the easement to the Project.
  
2.  I do not agree to provide the required easement as referenced above.

This Letter of Intent will expire on January 1, 2025.

Sincerely,

[Property Owner Name]





Town of Clifton, Virginia  
P.O. Box 309  
Clifton, VA 20124

June \_\_, 2023

Ms. Brittany Voll, ENV SP, CTPA  
Federal Programs Manager / Local Assistance Division  
Virginia Department of Transportation  
1401 E. Broad Street  
Richmond, VA 23219

RE: Town of Clifton Streetscape Improvements (UPC 109949)  
State Project: CLFT-029-101, P 101, R-201, C501

Dear Ms. Voll:

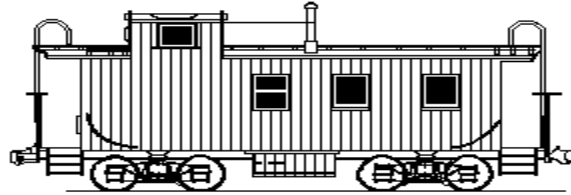
On behalf of the Town of Clifton (the “Town”), we have appreciated working with VDOT over these many years to enhance our historic town through the locally administrated federally funded projects.

The Town is currently working on the Streetscape Improvements project along Main Street which will further enhance pedestrian safety and walkability in the business district, and we respectfully request VDOT to extend the advertising date due to several issues that came about during the past few years. As part of the project, VDOT authorized the inclusion of the relocation of the utilities which initially delayed the project. We have also experienced delays due to COVID and coordinating with the utility companies, as well as procuring a new agreement with the engineering consultant. We recently discovered a conflict with the existing storm sewer which will require revisions to the Site Plan.

Our Streetscape Committee and consultant continue to hold monthly coordination meetings with VDOT to keep the project on schedule. In addition, we maintain regular communication with our consultant, the utility companies and the VDOT project manager. In coordination with VDOT, the Town has updated the schedule and estimate, and we respectfully request a new Construction Phase performance date of \_\_\_\_\_ for the Streetscape Improvements Project.

Sincerely,

William R. Hollaway, Mayor



**CLIFTON TOWN COUNCIL MEETING  
TUESDAY, JUNE 6, 2023, 7:30 PM  
WAYNE H. NICKUM COMMUNITY MEETING HALL  
12641 CHAPEL ROAD  
CLIFTON, VIRGINIA 20124**

Order of Business

1. Adopt Policy for Remote Participation by Electronic Means for Town of Clifton.
  - a. Confirm and Declare Physical In-Person Quorum for Meeting.
  - b. Identify Remote Participants.
    - i. General Location of Remote Participant.
    - ii. Reason for Remote Participation.
2. Report of the Town Clerk:
  - a. Approval of the Minutes (previous meetings, special meetings, and work sessions).
  - b. Reschedule July Town Council Meeting (conflicts with July 4<sup>th</sup> Holiday).
3. Report of the Treasurer.
  - c. Approve Annual Budget for FY2024.
  - d. Financial Report.
4. Citizen's Remarks - Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council.
  - a. Property Owner Letter Objecting to Proposed Trail Connecting Town of Clifton and Hemlock Overlook Park.

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

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

Persons requesting to speak must have registered with the Town Clerk by no later than Noon of the day of the meeting. Priority to speak shall be given to persons in order registered with the Town Clerk.
5. Reports of Committees:
  - a. Planning Commission.
  - b. Zoning Administrator.
  - c. Architectural Review Board.
    - i. Renewal of Terms of ARB Members from July 1, 2023 to June 30, 2025.
  - d. Parks Committee.
    - i. Eagle Scout Project at Harris Park – Update.
    - ii. Approve Mulch for Children's Playground in Harris Park.
    - iii. Report on 8-Acre Park Bridge Repair.

1| If anyone attending this meeting requires an ASL or English language interpreter, or any other type of special accommodation or auxiliary aid, please contact the Town Clerk at [clerk@cliftonva.gov](mailto:clerk@cliftonva.gov). A request should be made at least 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.

Wayne H. Nickum Hall  
12641 Chapel Road  
Clifton, VA 20124

Mailing Address:  
P.O. Box 309  
Clifton, VA 20124

- e. Streetscape Committee.
  - i. Consider Scheduling Public Information Meeting regarding Streetscape Project.
  - ii. Consider Scheduling Public Hearing on Town Council Decision to Proceed with Streetscape Project.
6. Unfinished Business:
  - a. Town of Clifton VDOT Title VI Plan – Update.
  - b. EPS Litter Grant – Status.
  - c. Replace Broken Window in Town Hall – Update.
7. New Business:
  - a. Approve VRSA Annual Town Insurance Renewal.
8. Adjournment.

2) If anyone attending this meeting requires an ASL or English language interpreter, or any other type of special accommodation or auxiliary aid, please contact the Town Clerk at [clerk@cliftonva.gov](mailto:clerk@cliftonva.gov). A request should be made at least 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.