

**CLIFTON TOWN COUNCIL MEETING  
TUESDAY, DECEMBER 5, 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.  
**Virtual:** Vice Mayor Regan McDonald; Councilmember Darrell Poe.  
**Staff:** Amanda Christman, Town Clerk; Lisa Wax, Town Treasurer.

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

Order of Business:

1. Apply Policy for Remote Participation by Electronic Means for Town of Clifton.

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

Mayor Hollaway confirmed the in-person quorum.

b. Identify Remote Participants.

Vice Mayor McDonald and Councilmember Poe were identified as participating remotely.

i. and ii. General Location of Remote Participant(s) and Reason(s).

The locations and reasons were confirmed as eligible for remote participation.

2. Report of the Town Clerk:

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

- **Mayor Hollaway moved to approve the November 7, 2023 meeting Minutes as presented, seconded by Councilmember Effros. The motion was approved by poll, 6-0.**

- **Mayor Hollaway moved to reschedule the January Town Council meeting for Tuesday, January 9, 2024 at 7:30 PM, seconded by Councilmember Effros. The motion was approved by poll, 6-0.**

3. Report of the Treasurer:

a. Financial Report.

See attached report.

- **Mayor Hollaway moved to approve an expenditure in the amount of \$899.50 for the production of the Homes Tour tickets, seconded by Councilmember Effros. The motion was approved by roll-call: Hollaway: Aye; Effros: Aye; McDonald: Aye; Pline: Aye; Screen: Aye; Poe: Aye.**

- **Mayor Hollaway moved to approve payment of the invoice from Growth Media Solutions in the amount of \$995.00 for the annual G-Suite subscription, seconded by Councilmember Effros. The motion was approved by roll-call: Hollaway: Aye; Effros: Aye; McDonald: Aye; Pline: Aye; Screen: Aye; Poe: Aye.**
- **Mayor Hollaway moved to approve the Treasurer’s Report as presented, seconded by Councilmember Pline. The motion was approved by poll, 6-0.**

4. Citizen’s Remarks.

Geri Yantis: thanked Mayor Hollaway, Councilmember Poe, and Councilmember Pline for their years of service volunteering for the Town on the Council.

5. Reports of Committees:

a. Planning Commission.

See attached report.

- **Mayor Hollaway moved to accept the recommendations of the Planning Commission to approve a Use Permit for Dancing Tree Physical Therapy and Wellness, LLC, with the conditions as stated in the report, seconded by Councilmember Effros. The motion was approved by poll, 6-0.**
- **Mayor Hollaway moved to accept the recommendations of the Planning Commission to approve a Use Permit for Bliss Consulting, LLC with the conditions as stated in the report, seconded by Councilmember Effros. The motion was approved by poll, 6-0.**
- **Mayor Hollaway moved to accept the recommendations of the Planning Commission to approve a new Use Permit for Fullerton & Knowles, PC and Summit Real Estate with the conditions as stated in the report, seconded by Councilmember Effros. The motion was approved by poll, 6-0.**
- **Mayor Hollaway moved to accept the recommendations of the Planning Commission to approve a Use Permit for the change in ownership for the Clifton Café, LLC with the conditions as stated in the report, seconded by Councilmember Effros. The motion was approved by poll, 6-0.**

b. Zoning Administrator.

A brief report was given on recent enforcement efforts relating to prohibited in the Triangle gateway.

c. Architectural Review Board.

Vice Mayor McDonald reported that a Certificate of Appropriateness was approved for the residence at 12638 Water Street for a roof replacement which includes a change from some asphalt shingles to metal.

d. Streetscape Committee – Update and Next Steps.

Geri Yantis requested that the Mayor sign a letter acknowledging that a Public Hearing was held on August 17, 2023.

- **Councilmember Effros moved to approve the letter for signature by the Mayor who would use his judgment to make any needed revision, seconded by Councilmember Screen. The motion was approved by poll, 5-0, (Vice Mayor McDonald having already left the meeting).**

Mr. Yantis further reported that VDOT has not been willing to reset the schedule, although VDOT’s Northern Virginia district office has been advocating on the Special Project Committee’s

behalf. He added that a meeting is scheduled with the central office on December 15. The Council asked what would be required for the Town to proceed with administering the project and was told a possible way forward has been identified that would largely be the status quo.

Mayor Hollaway cautioned that the Council should not move forward with approving additional expenditures for the Streetscape project until the issues with VDOT have been resolved.

e. Committee on the Environment.

Tabled.

f. Town Naturalist:

i. Wildlife Rehabilitation Educational Event - Status.

Mark Khosravi reminded the Council that the class is planned for Thursday, December 14, 2023 from 6-8PM at the Town Hall and is offered free of charge to those who would like to learn how to become a certified wildlife rehabilitator. He reported that 35 people have signed up so far and asked that prospective students please register in advance.

g. Parks Committee:

i. Dominion Energy Planned Tree Work in 8-Acre Park – January 2023.

Mayor Hollaway reported that Dominion will remove vegetation growing up under and around the power lines within the utility's easement that runs through 8-Acre Park. The planned work is slated for January, at which time no one will be allowed to enter the Park due to safety reasons. The work is expected to take three days to complete.

h. Holiday Weekend Activities – Report.

i. Holiday Homes Tour.

Councilmember Screen reported that 267 tickets were sold and the net proceeds were approximately \$3,800. She thanked all the homeowners, volunteers, singers and churches who participated in the event to make it a success. She noted that the Town had previously selected the Clifton Second Baptist Church to benefit from a portion of the proceeds due to their specific need for HVAC work and several accessibility needs and asked that they receive 50% of the net proceeds.

- **Mayor Hollaway moved to share 50% of the net proceeds with the Clifton Second Baptist Church for their capital improvements as described, seconded by Councilmember Poe. The motion was approved by roll-call: Hollaway: Aye; Effros: Aye; Poe: Aye; Pline: Aye; Screen: Aye.**

ii. Tree Lighting, Art Guild Show, and Horse Parade.

Mayor Hollaway reported that the holiday tree lighting went well, and that the Clifton Art Guild's Arts and Crafts show was well attended, as was the Clifton Horse Society's holiday horse parade.

6. Unfinished Business:

a. Request to Extend Lease for Pink House Rear Building.

Mayor Hollaway expressed his thanks and appreciation for State Senator George Barker for 16 years of service to the Town of Clifton.

- **Mayor Hollaway moved to approve the lease of the rear building of the Pink House with the existing terms and conditions to Helmer for Congress with an option to extend it for another six months, seconded by Councilmember Effros. The motion was approved by poll, 5-0.**

b. 20 MPH Speed Limit for Roads in Clifton – Update.

Vice Mayor McDonald reported that the streets that were recently downgraded to a 20 MPH speed limit in Falls Church are streets that the City controls. He added that VDOT is not in favor of designating speed limits under 25 MPH. They suggested the Town ask for additional police support for areas where speeding is a problem as an alternative.

Councilmember Effros remarked that he would like to consult with the Town Attorney on the option of equipping the existing electronic speed signs with speed cameras as an enforcement mechanism.

c. One-Way Exit from Railroad Siding Parking Lot – Update.

Vice Mayor McDonald reported that VDOT’s Traffic Engineering Section is currently reviewing the option to designate the exit as one-way only. He added that some of the newly installed “sharp curve speed signs” that were erected coming into Town from the south on Clifton Road will need to be moved because they are blocking the illuminated speed sign.

d. Traffic Safety for Turning from Chapel Street and Chapel Road - Update.

Vice Mayor McDonald recommended moving planters to block off the areas of Main Street that block the sight lines for drivers turning from Chapel Street rather than asking VDOT for assistance.

Mayor Hollaway suggested that additional planters like those placed along Chapel Road across from Ayre Square could be obtained.

e. Repainting of Caboose.

Kevin McNamara reported that the Bikes and Breakfasts group wants to raise money to repaint the caboose.

Mayor Hollaway remarked that such fundraising could be a helpful way for the group to strengthen its relationship to the community.

f. Town Hall Window Replacement – Update.

Vice Mayor McDonald reported that the window has been replaced and an insurance claim will be filed.

Judy McNamara noted that the outside lights on the front of the Town Hall are not working, which creates a safety hazard. Phyllis Lovett replied that the County has been called about the issue, and Councilmember Screen offered to follow-up with the County on rectifying the situation.

7. New Business:

a. Request to Close Main Street for Public Safety on Halloween.

Kevin McNamara noted how crowded the streets in Town have become on Halloween and emphasized the dangerous condition the vehicle traffic poses for trick-or-treaters. He explained that an added police presence could exceed \$100 per hour. It was further suggested that the Town could charge for public parking on Halloween, with any extra proceeds to be used to offset the cost of the purchase of the candy that is handed out to the hundreds of trick-or-treaters who come to downtown Clifton, and added that if the streets were closed to traffic, residents could receive a pass like they do for Clifton Day or show their license.

The Council responded that they appreciate hearing about the issue with the lead time of several months to review what the impact, cost, and procedures would be. It was agreed that someone would need to coordinate the effort, with which Mr. McNamara agreed to assist.

b. Clifton Women’s Club Homes Tour – Request for Banner and Other Signage.

See attached proposal for signage.

Adopted on January 16, 2024 by the Town Council as presented and revised

- **Councilmember Effros moved to approve items 1, 3, and 4 of the request, except not item 2, with the banner over Main Street to be removed no more than three days after the event and all other signs to be removed the day of the event, seconded by Councilmember Pline. The motion was approved by poll, 4-0, (with Councilmember Poe having left the meeting).**

8. Adjournment.

Mayor Hollaway praised the many efforts of the staff and the unique strengths of each Town Councilmember who have worked in concert with each other to lead the Town through a remarkable and historic term.

- **Councilmember Effros moved to adjourn, seconded by Councilmember Pline. The motion was approved by poll, 4-0.**

The meeting ended at 9:50 PM after which time cake was shared with all those still in attendance at that late hour in recognition and appreciation of the outgoing Mayor and Councilmembers.

## **TREASURER MONTHLY REPORT**

**November 2023**

**COUNCIL MEETING – December 5, 2023**

### **Invoices**

Request approval to pay Executive Press invoice for Homes Tour tickets in the amount of \$899.50.

Request approval to pay Growth Media for Annual email subscription-GSuite-10 boxes for \$995.00

### **BPOL**

Reached agreement with another Town business regarding payment of past due BPOL; expecting payment shortly.

### **Accounts**

Transferred \$35,000 of Haunted Trail proceeds from Events account to Money Market

Still pending resolution: One NOVEC account (-45003) has a credit ~\$382.40 not reflected on books; Treasurer will research. Address listed on account is "CHAPEL RD".

## Town of Clifton

# Profit & Loss Budget Performance

November 2023 (as of 12/4/23)

	November 2023	Month Budget	Jul '23 - June '24	YTD Budget	Annual Budget
<b>Income</b>					
Committees Fundraising (Homes Tour)	212	250	212	1,000	3,000
Community Hall Revenues	1,069	958	3,081	3,833	11,500
General Donations	0	0	0	0	0
American Rescue Plan	0	0	0	0	0
Haunted Trail Event	12,411	3,125	65,487	12,500	37,500
1 Interest Income	3	4,583	16,098	18,333	55,000
Other Income	0	13	125	50	150
Pink House Rental	2,100	2,900	16,700	11,600	34,800
S.R. - Litter Control Grant	6,124	111	14,990	443	1,329
2 State Funding	0	1,250	1,696	5,000	15,000
Tax and Permits Revenue - BPOL & Permits	2,251	3,417	4,812	13,667	41,000
Tax and Permits Revenue - Other	6,518	4,308	22,413	17,233	51,700
<b>Total Income</b>	<b>30,688</b>	<b>20,915</b>	<b>145,615</b>	<b>83,660</b>	<b>250,979</b>
<b>Gross Profit</b>	<b>30,688</b>	<b>20,915</b>	<b>145,615</b>	<b>83,660</b>	<b>250,979</b>
<b>Expense</b>					
Bank Service Charges	0	0	0	0	0
Citizens' Recognition Expense	0	63	0	250	750
Commodities	20	394	1,237	1,577	4,730
Contractual	5,260	12,879	27,867	51,517	154,550
Haunted Trail Expenses	6,092	175	16,362	700	2,100
OTHER - TC approval req'd +\$500	0	1,250	0	5,000	15,000
3 Special Revenue Expenses	2,844	0	2,844	0	0
Other Expenses	0	525	0	2,100	6,300
Payroll Expenses	6,012	6,192	31,171	24,767	74,300
Town Assoc of NoVA Event		0		0	0
<b>Total Expense</b>	<b>20,229</b>	<b>21,478</b>	<b>79,480</b>	<b>85,910</b>	<b>257,731</b>
<b>Net Income</b>	<b>10,459</b>	<b>(563)</b>	<b>66,135</b>	<b>(2,251)</b>	<b>(6,752)</b>
<b>CIF FUNDS:</b>					
<b>CIF Income</b>					
CIF - Capital Improvements Fund	0	6,667	2,547	26,667	80,000
<b>CIF Expenses</b>					
CIF -Streetscape Phase 2 Constr	0	0	0		0
Processing Easements	0	3,500	0	10,500	42,000
Streetscape 2A - Construction	0	4,833	0	14,500	58,000
CIF -Streetscape Phase 2 Design	1,611	0	17,289	0	0
CIF Expenses		32,500	0	97,500	390,000
<b>Total CIF Expenses</b>	<b>1,611</b>	<b>40,833</b>	<b>17,289</b>	<b>122,500</b>	<b>490,000</b>
<b>Net Income - CIF Funds</b>	<b>(1,611)</b>	<b>(34,167)</b>	<b>(14,742)</b>	<b>(95,833)</b>	<b>(410,000)</b>
<b>Consolidated Net Income</b>	<b>8,849</b>	<b>(34,729)</b>	<b>51,394</b>	<b>(98,084)</b>	<b>(416,752)</b>

**Town of Clifton**  
**Profit & Loss Budget Performance**  
November 2023 (as of 12/4/23)

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

- 1 Budget estimate is high; CD income estimated at \$45,000 for year. Balance of interest income dependent on interest rates and cash flow.
- 2 State Funding of \$15,000 anticipated receipt fall 2023
- 3 Resource Recovery - SR Litter Control Grant



ASSETS	11/30/2023	12/5/2023	CD Term	Maturity Date	APR %	<u>Notes</u>
Current Assets						
Checking/Savings						
John Marshall Bank CDs	329,103.50			4/2/2024	4.41%	
United Bank - Haunted Trail Account	10,016.26					Includes 211.93 in homes tour ticket sales
United Bank - Events Acct	5,827.56					Transferred \$35K to Money Market
United Bank - Checking	37,723.50	Min Bal \$2,500		"Chairman's Club"		
Untied Bank - Security Deposit	4,414.77					
United Bank - Money Market Savings	219,937.94	Min Bal \$15,000			3.75%	
United Bank - CD	917,969.07			3/2/2024	4.00%	Interest credited quarterly (Mar, Jun, Sep, Dec)
Investments-LGIP	1,040.21				0.15%	as of 10/31/23 (statements lag)
<b>Total Checking/Savings</b>	<b>1,526,032.81</b>					



**PLANNING COMMISSION REPORT for November 28, 2023: in person**

**Present: Terry Winkowski, Paula Sampson, Adam Trost, Kathy Kalinowski, Michelle Stein, Susan Yantis; Absent: Patrick Pline**

1. The Planning Commission reviewed the use permit application of Dancing Tree Physical Therapy & Wellness LLC, made by Lisa Clarkson, located at 12642 Chapel Road for a commercial/office use, for physical therapy by appointment only, with one employee on site, at the property to be located in Space 2M, which comprises 180 square feet, hours and days of operation to be Monday thru Friday 8AM – 6PM, and the allocation of 1 parking spaces. The Planning Commission recommends approval of the application upon the aforesated terms and conditions.
2. The Planning Commission reviewed the use permit application of Bliss Consulting, LLC, made by Kathy Hertz, for a commercial office use for life coaching, personal development, sound healing, located at 12642 Chapel Rd, Clifton in Space 8M, which comprises 180 square feet, hours of operation Sunday through Saturday 10AM – 7 PM, with one employee on site at any one time and the allocation of 1 parking space. The Planning Commission recommends approval of the application upon the aforesated terms and conditions.
3. The Planning Commission reviewed the use permit applications of Fullerton & Knowles, PC and Summit Real Estate, made by James Fullerton for a commercial office use for a law firm and real estate firm, located at 12642 Chapel Rd. in spaces 6U, 7U, 8U (offices), 5U conference room, and 9U file room, for a total of 704 square feet, hours of operation Sunday thru Saturday, 9AM to 2 PM, with 3 employees on site at any one time and the allocation of 3 parking spaces. The Planning Commission recommends approval of the application upon the aforesated terms and conditions and notes that the new use permit supersedes all previous use permits for these businesses, except that Summit Real Estate is a co business to Fullerton & Knowles, using the same office space, same employees and same hours.
4. The Planning Commission reviewed the application for a use permit by Gregory B. Young on behalf of Clifton Café, LLC, solely authorizing a change in ownership of the restaurant d/b/a the Clifton Café, at 7144 Main Street, which restaurant use was previously authorized by special use permit issued to the Clifton Eatery, LLC dated May 7, 2019. The Planning Commission recommends the approval of the application solely for the change in ownership and upon the same terms and conditions of operation and the same parking plan, as set forth in the previously issued use permit, dated May 7, 2019, without change, except as to ownership, namely as to applicant, owner and name of business.

Clifton Community Woman's Club

Signage Approval Request for Homes Tour May 16, 2025

Pictures of Signs attached.

There will be 3 to 5 homes in Clifton plus the Cloverleaf Equine Center

The following sign measurements and placement locations are planned for the Homes Tour. All signs to be placed on private property with owner's approval:

**SIGN 1:** Large Hanging Banner for over the Street in town (15ft x 2ft).

Date of hanging: Last Day of April or first day of May 2025

**SIGN 2:** 7 Signs (2ft x 1.5ft) at following places:

Chapel Rd and Waters

Clifton Rd and Compton

Clifton Rd and School Street

Clifton Rd and Wolf Run Shoals (2 corners)

Henderson where it turns left at stop sign

Clifton Road and Popes Head Road

Date of placement: Last week of April 2025

**SIGN 3:** Directional signs with House Number (for example: #3) placed near homes and the Center

Date of placement: Night before event or morning of event.

**Sign 4:** Hostess Parking signs to be placed at Homes and Center:

Date of placement: Night before event or morning of event.



#1

15ft x 2ft



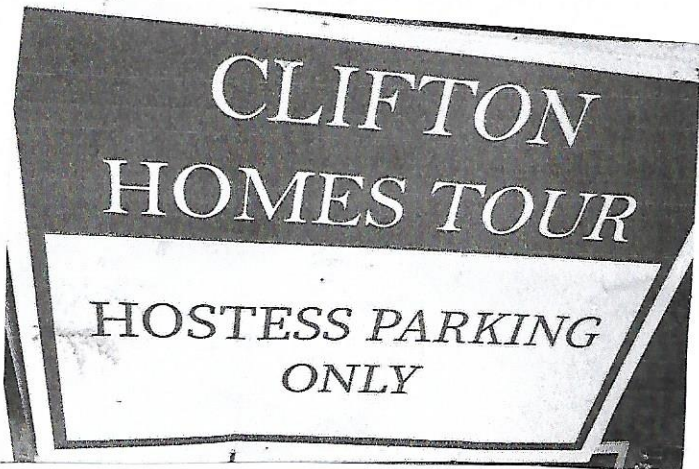
#2

2ft x 1.5ft

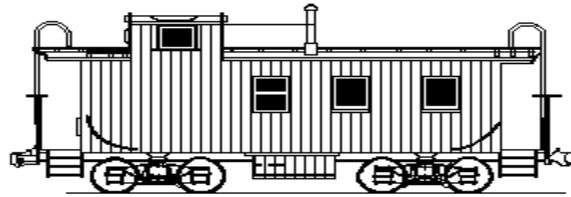


#3

The number will be printed on sign



#4



**CLIFTON TOWN COUNCIL MEETING  
TUESDAY, DECEMBER 5, 2023, 7:30 PM  
WAYNE H. NICKUM COMMUNITY MEETING HALL  
12641 CHAPEL ROAD  
CLIFTON, VIRGINIA 20124**

Order of Business

1. Apply 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).
3. Report of the Treasurer:
  - a. Financial Report.
4. Citizen's Remarks - Suggestions or complaints of citizens and taxpayers, and other persons authorized by the Mayor to address the Council.

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

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

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

5. Reports of Committees:
  - a. Planning Commission.
  - b. Zoning Administrator.
  - c. Architectural Review Board.
  - d. Streetscape Committee – Update and Next Steps.
  - e. Committee on the Environment.
  - f. Town Naturalist:
    - i. Wildlife Rehabilitation Educational Event - Status.
  - g. Parks Committee:
    - i. Dominion Energy Planned Tree Work in 8-Acre Park – January 2023.
  - h. Holiday Weekend Activities – Report.

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 Town Hall  
12641 Chapel Road  
Clifton, VA 20124

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

6. Unfinished Business:
  - a. Request to Extend Lease for Pink House Rear Building.
  - b. 20 MPH Speed Limit for Roads in Clifton – Update.
  - c. One-Way Exit from Railroad Siding Parking Lot – Update.
  - d. Traffic Safety for Turning from Chapel Street and Chapel Road - Update.
  - e. Repainting of Caboose.
7. New Business:
  - a. Request to Close Main Street for Public Safety on Halloween.
  - b. Clifton Women’s Club Homes Tour – Request for Banner and Other Signage.
8. Adjournment.

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