

**CLIFTON TOWN COUNCIL MEETING AND COUNCIL SWEARING IN
TUESDAY, JANUARY 6, 2026, 7:00 PM
WAYNE H. NICKUM COMMUNITY MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VIRGINIA 20124**

Swearing in of new officials – 7:00 PM

1. Chris Falcon, clerk of the Fairfax County Circuit Court presided over swearing in the newly elected Town Council as follows:
 - a. Lynn Screen was sworn in as Mayor
 - b. Jay Davis was sworn in as Vice Mayor
 - c. Steve Effros was sworn in as Councilmember
 - d. Amanda Hencken was sworn in as Councilmember
 - e. JP Hess was sworn in as Councilmember
 - f. Darrell Poe was sworn in as Councilmember
2. Mayor Screen spoke to the public about her overarching goals of preserving our history, aesthetics and Town culture, while also moving into the future and ensuring that we have safe places for our community, residents, visitors, and businesses in Town. She noted that this could not be done without our Planning Commission and Architectural Review Board, as well as our ongoing partnerships with the businesses in Town. She noted the important presence of Greg Young of the Clifton Café, as well as members of the Clifton Betterment Association. Mayor Screen also noted that while she has been asked if she will be the first female mayor of Clifton, that honor belongs to Phyllis Waters in 1972. Mayor Screen also expressed gratitude at the opportunity to be mentored by four previous Clifton mayors, many of whom were present: Wayne Nickum, Bill Holloway, Tom Peterson, and Jim Chesley.

Regular Town Council Meeting – 7:30 PM

Present: Mayor Lynn Screen; Vice Mayor Jay Davis; Councilmember Steve Effros; Councilmember Amanda Hencken; Councilmember JP Hess; Councilmember Darrell Poe

Staff: Laura Jane Cohen, Town Administrator; Kerrie Gogoel, Town Clerk; Suzy Murphy, Town Treasurer

Meeting was called to order by Mayor Screen at 7:30PM followed by the pledge of allegiance

1. Apply Policy for Remote Participation by Electronic Means for Town of Clifton (if needed).

2. Report of the Town Clerk:

- a. The Clerk noted that she was working on sending out golf cart reminders and stickers as appropriate and hoped to send those out in the coming week.
 - b. The Clerk noted that she worked with Royce Jarrendt to provide keys to the Pink House as well as the requested certified copy of the plat.
 - c. The Clerk reported that she set up email accounts for new Councilmembers Hess and Hencken, and also reported that she needs to meet with VM Davis to inactivate and archive the old accounts.
 - d. The Clerk suggested a website feature of “meet the mayor” and would like to build the site out with a short bio sections for each councilmember.
 - e. The Clerk reported that all members of the council need to take their FOIA training within 2 months of taking office. She noted that the prerecorded version that you can do online is currently being updated and is not available at this time. The remaining options would be to have them provide Clifton with a unique training or have everyone attend their live sessions asynchronously. The desire of the council in general was to hold the training asynchronously. VM Davis requested that the Clerk inquire when the prerecorded version would be available. The Clerk indicated that she would, and also asked that as everyone takes the training, that they request and send her the training certificate so that the trainings can be tracked appropriately.
- **CM Poe made a motion to approve the minutes from the December Town Council meeting. The motion was seconded by Mayor Screen and approved by poll, 6-0.**

3. Report of the Treasurer:

See attached report.

- a. The Treasurer requested approval of the invoices listed in the attached report.
- **VM Davis made a motion to approve the invoices as requested. The motion was seconded by CM Poe and approved by roll call:
CM Poe: Aye
CM Hencken: Aye
CM Hess: Aye
VM Davis: Aye
Mayor Screen: Aye
CM Effros: Aye**
- b. The Treasurer noted that she brought new forms from United Bank to get signatories updated for the Town bank accounts. Will need a motion to approve the new signatories as well as minutes from the Clerk to prove that everyone was sworn in. The bank will take draft minutes and then also need the final, approved minutes.
- **CM Poe made a motion to update the signatories to include Lynn Screen as Mayor, Jay Davis as Vice Mayor, and Suzy Murphy as the Treasurer. The motion was seconded by CM Effros and approved by poll 6-0.**

- c. The Treasurer also noted that in January there will be W2s, 1099s, and BPOL forms, so a busy month upcoming.
4. Report of the Administrator –
See attached report.
- a. The Administrator reported that she would like to update electronic signatures for the new Council. The Clerk inquired if this was required, as signatures could be obtained via Adobe Acrobat as opposed to storing them. It was agreed that should anything need signing, the Clerk could send via Adobe.
 - b. The Administrator inquired whether the entire Council would like materials from the Virginia Municipal League (VML) and they all indicated that they would. The Administrator also noted that there are many conferences and lunches available for the council that we historically have not attended, and mayors of other local jurisdictions that would be interested in connecting.
 - c. The Administrator was tasked with looking into an ongoing effort in the area where some streets are considering lowering the speed limit to 20mph, it was suggested to consider lowering the speed limit on Main Street. Supervisor Herrity suggested that Clifton consider being included and indicated he would assist. CM Effros noted that in the past the Council has looked at enforcing the speed limits more closely, specifically at using the speed cameras in Town to enforce it, and that it was determined not to proceed with that effort as it would primarily negatively impact Town residents by virtue of frequency. CM Hess inquired what the program entails, and it was determined that enforcement would be the same as any other speed limit enforcement. VM Davis and CM Poe inquired whether there is an additional layer of enforcement and the Administrator noted that she would investigate. The Administrator indicated that it's a pilot program allowing localities to choose to lower the speed limit if they want to, and that it would need a board vote as well as a letter to Supervisors Herrity and McKay. CM Effros noted that what the program gives the Town is permission to set the speed, not that it must be set. CM Poe noted that as it is a pilot program, the Town could always back out if it is found to be undesirable. CM Effros pointed out that most communities post their own speed limits, but the Town doesn't control its own limits so he was unsure if the Town is eligible. The Administrator highlighted that according to Supervisor Herrity's office, the Town is eligible. VM Davis suggested that the letter requesting to be included be written and then the Town could always back out, and CM Poe noted he would like to take the temperature of the community for implementing such a measure.
- **VM Davis made a motion to send a letter to the Supervisors office requesting to be a part of the 20mph pilot program for lowering speed limits in Town. The motion was seconded by CM Poe and approved by poll, 6-0.**
- d. National Railroad Partnership Program

- i. Citizen Geri Yantis inquired whether the program is limited to the actual crossing itself and the Administrator noted that it was, and ideally the Town would like to get a sidewalk on the far side of the tracks. Mayor Screen inquired if this is something that can be put off for a year due to Streetscape impacts. The Administrator replied that she imagines that the request for applications will go out in the fall. It was determined that this application would be put off for now.
 - e. The Administrator had been tasked with investigating a chimney sweep truck parked at Trummers advertising a business in Town with a Clifton PO Box. She identified that the business doesn't appear to be licensed and tried to call the business to discuss their licensing and was hung up on. She also called the State Corporation Commission and discovered that the only way to report a business in violation would be for a Clifton resident to do business with them and then that resident would need to report the issue. She suggested that the Treasurer sent a BPOL notice. VM Davis inquired whether communication should be sent to the Town residents about the business, CM Effros suggested caution regarding involvement, and CM Poe expressed concern about a business potentially defrauding the community. He agreed that if the business has a Clifton PO Box, then a BPOL notice should be sent, and then if the business has an address that isn't the PO box then they can let the Town know.
 - f. Bench project:
see unfinished business.
- 5. Citizens' Remarks:
 - a. Ed Ehlers of Resource Recovery Project: Mr. Ehlers wanted to take opportunity to let folks know that Town of Clifton received another VA State Department of Environmental Quality Grant in the amount of \$15,000 (\$5000 more than last year). He wanted to identify what they would like to spend that additional funding on, as well as inquire who he is going to work with on the Council since Regan McDonald's departure. CM Effros and CM Hencken both volunteered. CM Hencken asked what was the money used for last year and Mr. Ehlers replied that it was used to subsidize the Town of Clifton residents subscription fees, as well as event sponsorships, glass recovery month, education events, special collection events (small electronics, ink/toner, etc.). The Council and COTE typically work together on this.
 - b. It was noted that Resource Recovery Project has had 52 tonnes of material of material brought in, and of that, 96% of it has been rehomed, reused, or recycled. Clifton is the only municipality doing what we do in the country, and he is hoping to grow it. He expressed that he is grateful for the support of the Town Council.
 - c. Mayor Screen inquired how the process has typically gone as far as decision making in the past and Mr. Ehlers noted that he has ideas but he would share them with his point of contact and then work with the COTE to make that decision as well. It was noted that they are already one quarter of the way into the grant year so he would like to move relatively quickly on making the decisions.

6. Reports of Committees:

a. Planning Commission

- i. Chair Kalinowski noted that the Virginia Erosion and Stormwater Management Program (VESMP) agreement is still in process, and that the ball is out of the Town's hands. VESMP is asking for an internal due date of February with March or April board approval.
- ii. Regarding the Town Plan, the Planning Commission is still waiting to see the proposal from NVRC to complete the statistics and mapping etc. The previously quoted cost was \$26,000. The Town has approved \$20,000 this year for this effort; however, if the agreement is received then the \$20,000 would be spent in this FY and the remaining \$6,000 would need to be included in the next FY budget. The Planning Commission hopes to have updates at the next Council meeting.
 1. It was noted that one of the requirements of the Town Plan is to have a Capital Improvements Plan. That isn't something that the Planning Commission is working on as it is a function for the Town to decide upon in the next 5 years, as well as a proposed schedule. As the Council is working on a general Capital Improvements Plan, it should be incorporated into the Town Plan upon its completion. Mayor Screen inquired if there is a specific format it should be in and Chair Kalinowski noted that there is not, there should simply be one. VM Davis noted that there is something that has been started but it is very much in draft form, he would be happy to share at the next Planning meeting and modify it to fit the Plan's format. The Town Administrator also noted that it is typical for jurisdictions to have a public hearing on this before it is formalized.
 2. CM Effros inquired whether in the new website if the overall and detailed budget available to Councilmembers. VM Davis noted that the approved budget should be posted. CM Effros inquired whether they receive the monthly income to see what has been spent. The Treasurer noted that she would be happy to provide the requested additional detail in the monthly report.
 3. Mayor Screen inquired when the NVRC agreement would be available and Chair Kalinowski replied that she thought it would have been available by this point, so she hopes to receive it soon. The Planning Commission will review the agreement and then determine if it should be reviewed by outside council.

b. Architectural Review Board

i. Appointment of Mary Hess as ARB Member:

- **VM Davis made a motion to appoint Mary Hess to the ARB to complete Phoebe Peterson's term. The motion was seconded by CM Effros and approved by poll, 5-0-1 (CM Hess abstained due to a conflict of interest).**

1. Mayor Screen noted that in future she would like to open these appointments up to the public and develop a more extensive procedure to incorporate new members of the public.
- ii. The ARB also met on 12/11 and approved an updated application regarding a specific siding type for 7223 Dell Avenue, see attached.
- c. Special Projects Committee (Streetscape).
See attached report
 - i. Chair Yantis noted they are pursuing a bid of \$380,000, the company is out of state and is trying to break into Virginia work. Technically the group isn't a prequalified VDOT contractor as they are from Florida, but they have applied to become prequalified. They are trying to get more information from them though the bid appears to be very thorough, more information to come in the next couple of weeks. He may request for a special meeting with Town Council for approvals if things are all moving in a positive direction.
 - ii. CM Effros inquired if this bid is from TM International Corporation and noted he is surprised they aren't a prequalified VDOT contractor as there is one in Arlington, they are listed as in Virginia, and have a contractor number as well as information on them. He is concerned as the company appears to have negative feedback online regarding payment of subcontractors and he wants to ensure this is thoroughly vetted. He also expressed concern about this bid as their listed expertise online is interior remodeling as opposed to heavy construction.
 - iii. CM Poe asked what the biggest differences were between this lower bid and the others which were significantly higher. Chair Yantis replied that the other companies seem to use a lot of subcontractors and are larger in general. CM Poe requested to see copies of the proposals.
 - iv. Mayor Screen reminded everyone that the bids are still in the vetting process and will be reviewed by Chair Yantis and VDOT.
 - v. CM Effros noted that the company appears to have a Class A contractor license and according to the State information, it lists its assets as only \$45,000. He asked citizen Dwayne Nitz for key things to look for. Mr. Nitz replied that what would be important would be their bonding authority, which will be based on their contract value. If you can't get anyone else to finish the work for the amount that they bid, then you run would run into an issue.
- d. Communications Committee
 - i. No report however CM Effros inquired whether someone from the committee would be able to guide them in learning how to best navigate the new site. VM Davis and the Town Clerk agreed to do so.

7. Unfinished Business:
a. Pink House

- i. Citizen Dwayne Nitz who is representing the Town's interest in coordinating the effort with the contractors noted that the project is in its early stages of design. He noted that Mr. Jarrendt is taking measurements and creating as-built designs as well as new work, which will all be used for bid packaging. Mr. Jarrendt will be drawing in January and hoping to put out to bid in February, and submitting for permitting in late winter. He hopes that work will begin in late April or May, depending on County comments. CM Effros noted that the costs etc. must be reviewed and approved by Council first and VM Davis noted that everything must go through ARB and Planning Commission. Mr. Nitz noted that the current plan is for bids for pricing to go out in late January or February to get proposals in, and that in late winter Mr. Jarrendt will bring a proposal for the design build amendment to the Council and will work with ARB and Planning at that point in time. Mayor Screen inquired what the anticipated length of the project is, and Mr. Nitz replied that the hope is for about 5 months of work.
- b. Meals Tax
 - i. Mayor Screen reported that Fairfax County implemented a 4% meals tax effective January 1, 2026, from which the Town is excluded. The Town adopted a 2% meals tax in 2023 and has been exploring whether it wants to match the County's tax. The Council certainly has a good idea of what this would mean to the Town's budget; however, they have not set strategic priorities for the Town yet and there is still uncertainty. She also noted that there is resistance from the local restaurant owners. She wants to ensure that there is sufficient strategic planning before implementing anything so it was her suggestion that the discussion be put on hold until after a strategic planning session is held. CM Effros requested to keep the topic on the agenda to keep the fire going.
 - ii. CM Hess inquired whether the finance committee also investigates other sources of revenue. CM Effros noted that historically nobody has identified one other than events, and that there was a goal of moving away from events as a source of revenue. Mayor Screen reported that the work that has been done is identifying how much the Town needs in the bank, as well as when all of the projects line up to ensure sufficient revenue.
 - iii. CM Hencken inquired how the reaction has been from the local businesses with the initial 2% increase. VM Davis noted that it seems the businesses haven't seen any decreases. Mr. Greg Young of the Clifton Café reported that none of restaurants are interested in a tax going up. While it is a tax on the guest not on the restaurant, the more that guests have to pay for a meal, the less they go out to eat. He noted that the question really is, how much of a penalty is it, if the tax goes up another 2%? He noted that the Council was pretty adamant when they put in the 2% tax that the Town would still be lower than anyone else in the area. He noted that it is important to consider that if the tax goes up to guests, there is less opportunity for the restaurants to increase pricing for other very valid

reasons and further shrinks the budget margins. He reported that all five restaurants in Town are not in favor of an increase. CM Effros replied that it seems that the restaurants already raise their prices in terms of service fees and credit card fees, so it seems that the only increase they are against is to provide revenue for the Town, and it is not a simple situation. Mr. Young replied that he has previously shared that the restaurants are in favor of supporting the Town, but that they would like for the contribution to have benefits for the restaurants. While it has been said that the Streetscape efforts will help the businesses, they believe that the connection between the two is amorphous. From the restaurants perspective, they will have a reduction in parking spaces and the construction efforts will disrupt their businesses. VM Davis highlighted that this all comes back to the strategic planning efforts that have been discussed earlier on in the evening. He noted that it isn't a simple question of Streetscape versus restaurants, but also the Council owes an explanation to the Town of why a tax is being increased. CM Hess noted that there must be other ways of bringing in revenue and other municipalities dealing with similar issues that we could learn from.

- iv. Citizen Donna Netschert reported that when the Town first began discussing the concept of a meals tax, the Town promised that it would have a gala event annually in order to stave off the need for an increase in tax, and that hasn't happened.
 - v. Citizen Dwayne Nitz noted that when the meals tax value of zero was first implemented, the Town had to claim its right to have a meals tax in order to avoid having the County's tax imposed upon it, and inquired whether that must be reasserted. CM Effros replied that it does not due to how it was written initially.
- **Mayor Screen made a motion to have a public session for strategic planning to discuss and plan out priorities for the Town. The motion was seconded by CM Effros and approved by poll, 6-0.**

c. Ayre Square Benches

- i. Mayor Screen reported that many members of the community have shown interest in placing benches around Town. In the last year, the Town also approved through COTE to hire John Magee to develop a comprehensive design of Ayre Square, and they anticipate having that update in February from Laura McDonald.
- ii. The Administrator suggested that when the design is presented in February, that the Council aim for a quick turnaround on reviews and approvals to account for extended shipping times based on when new trash cans were ordered last year. CM Hess noted that if Ayre Square is impacted by Streetscape then that should be considered in the timeline.
- iii. Citizen Donna Netschert noted that about a year ago, she had offered to purchase a clock for the Town. She was asked at that time to wait until the

Streetscape effort was over to discuss it; however, if new benches are being proposed and a comprehensive design completed, she requested to include that in the design. It would be her proposal to put it in Ayre Square on the corner.

- d. Playground
 - i. No updates from VM Davis.
 - ii. Mayor Screen noted that she would like to look at the playground in a more holistic way so that we can begin with the end in mind. She noted that a company will be reaching out this week to help come up with a more comprehensive plan, and that she will also look at grants.

- 8. New Business:
 - a. Town Maintenance Update
 - i. Mayor Screen reported that over the past month, outgoing VM McDonald had worked with contractors on closing out many maintenance items across Town. It was noted that some razorblades had been inadvertently left at the Town Park and this raised a conversation on Facebook. The Town contacted the company and they immediately came back with a metal detector to clean everything up and ensure the area was safe.
 - ii. Citizen Donna Netschert noted that she has been chairman of the Parks committee for over 40 years and of late, she has only been getting calls when there are issues in the Park, and is not getting included in any conversations about improvements. She noted that this is an issue.
 - b. Assign Councilmembers to and Reauthorize Committees
 - i. The Councilmembers were assigned as Council representatives to the various commissions, committees, and positions as follows:
 - 1. Planning Commission: VM Davis
 - 2. ARB: VM Davis
 - 3. Civil Rights: Mayor Screen
 - 4. Town Events: CM Poe
 - a. It was noted that the former Arts Council committee would coordinate with this committee for any Town sponsored events
 - b. It was noted that Halloween safety/event coordination would fall under this committee
 - 5. Haunted Trail: CM Hencken
 - 6. Special Projects/Streetscape: VM Davis
 - 7. Communications: CM Hencken
 - 8. Legal Advisory: CM Effros
 - 9. Parking and Traffic: CM Effros and VM Davis
 - 10. Town Maintenance: CM Hess
 - 11. Finance: CM Effros
 - 12. COTE: CM Hencken
 - 13. Historic Preservation: CM Hencken
 - 14. VRSA and VDOT Liaison: Administrator Cohen

15. Fire and Rescue Liaison: CM Poe

- **CM Poe made a motion to adopt the assignments as recommended. The motion was seconded by VM Davis and approved by poll, 6-0.**

9. Adjournment.

- **CM Poe made a motion to adjourn. The motion was seconded by CM Effros and approved by poll, 6-0.**

LJC update 1/6/26

- 1) Onboarding of new members-
 - a) Need electronic signatures from new members
 - b) materials from VML-order for whole board?
 - c) FOIA training-happy to set that up
 - d) Interest in attending conferences?

- 2) Speed project-
 - a) 20 mph for Main Street?
 - b) need board vote
 - c) if yes, I can write a letter to Herrity and McKay to ask for consideration

- 3) National Railroad Partnership Program / Federal-State Partnership for Intercity Passenger Rail (FSP) Grant Program
 - a) reached out to program folks and guidance was to wait until we had dates for streetscape construction locked down. They will do another round of grants, likely in 2027 and the TC (and Geri) can discuss whether they want to apply then

- 4) Bench project-
 - a) who will coordinate?
 - b) timeframe?
 - c) align with redesign of Ayer square?

TREASURER MONTHLY REPORT

December 2025

COUNCIL MEETING – January 6, 2025

Other Payments – Previously approved by Council

- J2, invoice# 29911, for further design work, \$1,425.00
- Norfolk Southern – any information on our railroad agreement. Invoice from October for \$2,161.33
- Harrison & Johnson, invoice# 88823, legal help with Pink House repair agreement, \$750

Requests for Approval of Payment

- Clifton VIP Cleaning, biweekly July-Sept 2025, \$1050 (Treasurer has requested monthly invoices)
- Resource Recovery, invoice# 2025-10, subscription & event, \$1,772.00
- The Virginia Christmas Lighting Décor Co, invoice# 12102025MS, \$1,200
- LCS Property Srvs, invoice# 2226, \$3,100

Already Paid as per Councilmember Davis

- Revize LLC, invoice# 21874, remainder due for website creation, editing and training, \$4,890.00 – invoice was originally sent to director@cliftonva.gov which is no longer in use.

		December '25	Month Budget	July '25 - June '26	YTD Budget	Annual Budget
OPERATIONS - FY25						
Income						
	Taxes and Permits					
	Town Permits and Licenses (ARB, Use, BPOL)	0	4,258	1,010	21,292	51,100
	Town Meals Tax - NEW	22,703	18,750	148,744	93,750	225,000
	All Other Tax and Permit (State, County, NVCTB)	3,153	3,604	25,342	18,021	43,250
	Facility Rentals (Town Hall, Pink House, Parks)	100	346	1,450	1,729	4,150
	Grants (Fire, Litter Control)	4,220	2,417	16,068	12,083	29,000
	Events				0	
	Celebrate Clifton Gala		0		0	0
	Haunted Trail	250	2,917	72,628	14,583	35,000
	Homes Tour		417		2,083	5,000
	Interest Income	4,930	5,000	31,648	25,000	60,000
	Other Income		0		0	0
	Total Income	35,355	37,708	296,889	188,542	452,500
Expense						
	Payroll Expenses	11,443	13,034	68,658	65,169	156,406
	Contractual				0	
	Town Government (Prof fees, dues, web, storage)	7,801	10,354	33,800	51,771	124,250
	Facilities (Town Hall, Pink House & Parks)		5,225	10,782	26,125	62,700
	Services (Landscape, trash, electric)	794	3,658	16,394	18,292	43,900
	Grants (Fire, Litter)	422	2,417	20,444	12,083	29,000
	Events	100	2,342	14,445	11,708	28,100
	Committees		1,388	507	6,938	16,650
	Commodities	63	254	678	1,271	3,050
	Other (Council Approval Required)			664		
	Total Expense	20,623	38,671	166,371	193,357	464,056
	Net Income from Operations	14,732	(963)	130,518	(4,815)	(11,556)
CAPITAL IMPROVEMENTS/TOWN FUNDED (NON-GRANT) - FY25						
Expense						
	Town-Funded Projects		11,833	25,000	59,167	142,000
	Harris & 8 acre parks improvements, signs, parking and trash enclosure					
	Net Income - CIF Funds/Town Funded		(11,833)	(24,500)	(59,167)	(142,000)
CAPITAL IMPROVEMENTS/GRANT INCOME - FY25						
CIF Income						
	CIF - Reimbursement from VDOT		133,333	119,681	666,667	1,600,000
			0		0	
	CIF Expenses		0		0	
	Processing Easements		0		0	0
	Streetscape 2A - Preliminary Engineering		0		0	
	Streetscape 2A - Right of Way	1,425	0	9,727	0	
	Streetscape Phase 2A Construction		166,667		833,333	2,000,000
	Total CIF Expenses	1,425	166,667	9,727	833,333	2,000,000
	Net Income - CIF Funds/Grant	(1,425)	(33,333)	109,954	(166,667)	(400,000)
	Consolidated Net Income	13,307	(46,130)	215,972	(230,648)	(553,556)

**Town of Clifton
Account Balances
FY26**

		12/31/2025			<u>Notes</u>
ASSETS					
Current Assets					
Checking/Savings					
	United Bank - Haunted Trail Account	32,447.32			
	United Bank - Events Acct	51,309.79			
	United Bank - Checking	180,808.93	Min Bal \$2,500	"Chairman's Club"	
	United Bank - Security Deposit	3,118.45			
	United Bank - Money Market Savings	241,386.79	Min Bal \$15,000		
	Investments-LGIP	1,356,856.53			
	Total Checking/Savings	1,865,927.81			

Town of Clifton CARES Summary - SLGRF

Total Received SLGRF 303,992.00

	Obligated as of 12/31/24	Expended as of 12/31/25	Dates	
Ayre Square Purchase	\$ 91,184.55	\$ 91,184.55	12/21/2021	
Harris Park Extension Purchase	\$ 74,452.95	\$ 74,452.95	12/21/2021	
Harris Park Extension Cleanup	\$ 11,500.00	\$ 11,500.00	4/1/22-5/31/22	
Administrator Position	\$ 108,670.85	\$ 93,834.75	4/16/24-12/31/26	
Floodplain Park Invasive Plant Control	\$ 775.00	\$ 775.00	9/1/23-3/31/24	
Gazebo Repair	\$ 3,050.00	\$ 3,050.00	7/1/24-7/31/24	
Caboose Repairs	\$ 9,500.00	\$ 6,500.00	8/6/24-6/30/26	
Flood Plain Parking Lot Rehab	\$ 4,858.65	\$ 4,858.65	9/1/24-6/30/26	portion of bridge repairs
	\$ 303,992.00	\$ 286,155.90		
Remaining	-	as of 12/31/24		

Proposed Language for Park Signage

Welcome to Eight Acre Park, please observe the following rules:

Park Closed at Dark

No Motorized Vehicles or Bicycles

No Horses on Bridge

Dumping and Littering Prohibited

No Alcoholic Beverages Allowed

No Camping or Fires

No Metal Detecting

No Animals, Plants, Minerals or Artifacts May Be Disturbed or Removed

Pets Must be on a Leash and Handlers Must Scoop the Poop

Group Use by Reservation

TRANSPORTATION ALTERNATIVES / ENHANCEMENT PROGRAM QUARTERLY PROJECT STATUS REPORT

Project Name: Town Of Clifton Streetscape Project for Main Street – Phase II **Month:** January
Project Number: CLFT029-101, P102, R201, C502 **Year:** 2026
(UPC 1099949) and (UPC 126584)
Sponsor: Town Of Clifton

Current Project Phase: (Check each activity that applies)

PE Consultant Acquisition

- Not Applicable
- RFP Advertised
- Consultant Selected
- Pre-Award audit complete

Construction Authorization

- Requested authorization from VDOT
- Authorization received

Design

- Preparing Plans
- 50% Plans submitted to VDOT for review
- 100% Plans submitted to VDOT for review
- Bid document submitted to VDOT for review

Contractor Acquisition

- Project advertised
- Recommended award to VDOT
- Construction contract awarded

Environmental

- Preparing NEPA Document
- NEPA document approved

Construction

- Project under construction

Right-of-Way

- Requested authorization from VDOT
- RW acquisition complete
- Utility relocation complete
- RW certification received

Project Completed

- Requested final inspection by VDOT

Provide a brief description of progress made since last report:

The Project has Right-of-Way authorization and is currently in a revision to the ROW Phase.

1. VDOT requirements for the Project moving forward:
 - a. Preliminary Engineering Phase (J2 Engineers & VDOT approval) to be completed by the end of December 2024 – **On or about May 15 all VDOT comments were closed for both the Streetscape Project (UPC109949) and the Duct Bank Construction (UPC 126584).**
 - b. Advertise Project for Construction Date to be completed by the end of June 2025 **A letter requesting an extension of the Project to Advertise by September 30th was approved by VDOT. Project was advertised on August 12.**
 - c. Progress Reports to be done Quarterly – **4th Quarter 2025 Report Complete.**
 - d. Update Agreement to reflect new costs **Completed.**
 - e. Resolution from the Town that covers the Town’s match and speaks to covering costs

above and beyond the award amount.

Completed

- f. Town's part time staff to attend locality qualification program within 6 months.
Laura Jane Cohen (full time employee) and Martin (Geri) Yantis (Project Manager) received the Certificate of Completion for the VDOT Qualification Program.

2. Authorization to Advertise

On August 4th notice was received from VDOT that the Project was authorized to proceed to advertisement.

3. Advertisement

On August 12 the Duct Bank Project went to Advertisement. On September 25 the bids were due. On September 25th a public meeting was held for the opening of the received bids. One bid was received, and the bid was analyzed and was deemed to be unresponsive due to the bid being excessively over the engineer estimate.

After review of the bid and the status of the project, VDOT recommended to combine the Duct Bank Project (Child) with the previously separated Roadway (Parent) portion of the Project. The Project Design Team reviewed this recommendation and concluded a second advertisement for the Duct Bank Project was warranted. The Town submitted a letter to VDOT to request a second advertisement for the Duct Bank Project. VDOT approved this request through an email received on November 13th. The Project Design Team immediately readvertise the Project on November 14th. The bid due date was originally December 17th and then extended to December 22nd due to revisions to the IFB through two addendums. On December 22nd a public meeting was held to open the bids. The project received 5 bids. One bid was for approximately \$380K and the other four bids were all over 1 million. The low bid is currently being evaluated.

While the second advertisement was taking place the Design Team worked on the IFB for the Parent Project including updating the cost estimate. The IFB is currently being reviewed for completeness by the Project Design Team.

4. Utilities

On August 26th authorization letters were received from VDOT for all three utility companies.

5. Railroad Coordination

The Town continues to have communication through Keyana Holloway with Norfolk Southern. NOVEC received approval of their application for the location of their utility within the railroad right-of-way.

The Project Team is waiting for a final amendment to the existing lease between the Town and the railroad for the required mill and overlay in the railroad right-of-way, as well as the new Street Light that will be located in the railroad right-of-way.

6. Easements

Completed and recorded.

7. Sources for additional funding for the Project

- a. Discussions are ongoing with Fairfax County for possible sources of funding if required by the Project.

Explain any delays experienced and efforts made to correct:

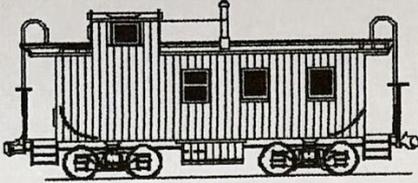
Describe anticipated work efforts over the next three (3) months:

1. Complete analysis of low bid received and discuss recommendation with VDOT
2. Submit land use permit to VDOT for the duct bank project
3. Begin construction of the duct bank project
4. Receive signed Utility Agreements from each utility company.
5. Receive amended agreement from Norfolk Southern Railroad for the required work to be completed in the railroad right-of-way.

Completed by: Susan Yantis and Geri Yantis
Title: Project Managers

Complete the form quarterly and submit to VDOT District Coordinator in January, April, July and October

cc: Local Assistance Division – LAD PM



CLIFTON ARCHITECTURAL REVIEW BOARD
TOWN OF CLIFTON, VIRGINIA
APPLICATION FOR CERTIFICATE OF
APPROPRIATENESS

DATE OF APPLICATION: 10/15/2024
NAME OF APPLICANT OR AGENT: Royce Jarrendt
ADDRESS: 12639 Chapel Rd
TELEPHONE: 703 932-5762 Email Royce.jarr@yahoo.com
LOCATION OF PROPERTY INCLUDING STREET ADDRESS AND TAX MAP
NUMBER: 7223 Dell Ave. Clifton, VA 20124

GENERAL DESCRIPTION OF PROPOSAL:
Addition and Modifications to the existing structure
Horizontal siding w/ 5" exposure, Wood windows, Metal roofing, PVC composite trim and railings

12/11/25
HJL

See attached minutes for updated amended approval re cedar mill handpainted siding

ATTACHMENTS:

- APPLICATION FEE*
- Two (2) HARD COPIES AND ONE ELECTRONIC COPY OF APPLICATION WITH PLATS, ARCHITECTURAL DRAWINGS, FLOOR PLANS, ETC.

I UNDERSTAND THAT ALL SUBMISSION REQUIREMENTS MUST BE MET BEFORE THE ARB WILL REVIEW AN APPLICATION

[Signature] 10/15/2024
SIGNATURE OF APPLICANT OR AGENT DATE

Is the applicant or owner a member of a homeowners' association (HOA)? Yes No If yes, please obtain the approval of the HOA prior to submission of the application.

HOA REPRESENTATIVE (NAME/SIGNATURE) DATE OF HOA APPROVAL
CERTIFICATE ISSUED: YES NO

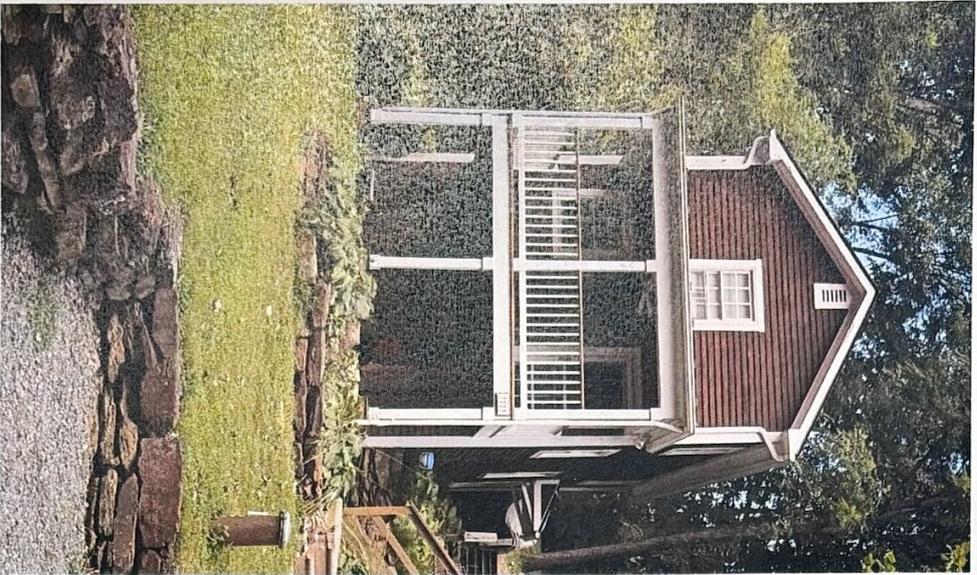
(When marked "YES" and signed, this document becomes the "certificate of Appropriateness")
BY: [Signature] 10/24/24
CHAIRMAN, ARB DATE

ARB MEMBERS' INITIALS: MM (yes) MUTH (yes) PP (yes)
CONDITIONS: [Signatures]

12/11/25 * MUTH (yes), MM (yes), AB (yes), DN (yes) [Signature]

IF CERTIFICATE IS NOT TO BE ISSUED, THE ARB SHALL STATE THE BOARD'S REASON:

*Application fee:
Sign/Fence: \$10.00; if after installation: \$50.00
Addition/remodeling project up to 200 SF: \$100.00
Addition/remodeling project exceeding 200 SF \$250.00
New home construction: \$250.00
The applicant shall also pay any actual costs of any review fees incurred by the ARB, including any consultant's fees and other costs set forth in Virginia State Code Section 15.2-2286.



- Total sq footage for siding visible on front of house = 135sq ft
- Distance of home to public road = ~82 ft*
(texture is not visible from this distance)



- **Cedarmill Description:** Texture intended for homes that carry more of a traditional or colonial style.
- **How Cedarmill Texture is Developed:**
 - ✓ Natural Cedar planks are used to select the pattern to ensure a realistic & varied look
 - ✓ Takes an impression of actual natural cedar wood grain, then scaled up and transferred to a large industrial grade steel roller
 - ✓ Natural wood surface is captured; and a continuous, non-repeating pattern is then etched through heavy duty rollers onto the surface of the planks
- **Other Clifton buildings with cedarmill texture:**
 - ✓ Church
 - ✓ Largest commercial building in Clifton (post office / mercantile)
 - ✓ Neighbor Home on Dell Ave
- **Aesthetics of Cedarmill Texture:**
 - Cannot tell a difference with your naked eye of whether or not it is wood grain or smooth texture from the ~82ft of distance there is from our home to the road.
 - The front facing view of the home is also majority windows and doors - with only 135sq ft of siding used on the front of the home.
 - All other buildings in Clifton that do use the cedarmill, are within 5ft of the road.
 - Wood grain texture is not as visible with darker color homes.

John and Adriana's Preference and Request is Cedarmill Texture Hardiplank Siding!