

Town of Irvington, Virginia Planning Commission
Regular Meeting, October 3, 2023
53 King Carter Drive, Irvington, Virginia

Summary Minutes from the October 3rd Regular Meeting

1. Call To Order – Tom Chapman, Chair 6:30

2. Roll Call to Determine Quorum

Fuller	Absent
Chapman	Present
Taylor	Present
Capps	Absent
Pollard	Present
Clarke	Present

Chair Determines Quorum Is Present

3. Approval of minutes. Minutes of September 5, 2023. Approved.

4. Report From Chair. Chair requested to move the two CUP requests to the head of the agenda. Chair reviewed applicants to fill the Commission vacancy. It was agreed that there was not enough information to recommend one or the other.

5. Public Comment. No public comment.

6. Report from Zoning Administrator. Two new permits, one for a new deck and one to rebuild a dock. There was an application for a house addition which was denied to due set back regulations and is being appealed. There were receipts from Mr. Fisher. Administrator had a site visit to the Tides Inn with construction due to begin the week of October 9th. Aqua well testing will continue until October 6th. Sidewalk engineering study is complete. Administrator will begin to request from Lancaster County all building permits and applications.

7. Old Business.

a. STR CUP #Bristol. Owner has stated in a letter that they will not occupy the garage apartment if the house is rented.

Motion to Approve

Chapman Approved

Clarke Approved

Taylor Approved

Pollard Approved

b. STR CUP Ralls- Town attorney's opinion is that the Commission may consider all factors including deed restrictions. But a deed restriction is not binding on the Commission. Property has off street parking. Recommend approval with the stipulation the town attorney assess whether there is a liability issue for the town and with no overnight street parking.

Chapman Approved

Clarke Approved

Taylor Approved

Pollard Disapproved

Motion Approved

- c. Status of enforcement recommendations. Tabled until next meeting.
- d. Draft Comprehensive Plan Review. Tabled until next meeting.
- e. Zoning Ordinance Review. Accessory structures and garages. Town Council has a zoning committee which we need to coordinate. The Commission only recommends to the Council. Going forward there is a need for clearer definitions in the ordinance. Zoning Administrator will research a definition of what is an Accessory Dwelling Unit based on our conversations.

8. New Business

None

9. Next Meetings

November 14, 2023, PC Regularly Scheduled Meeting at Irvington Town Hall, 6:30 p.m.

10. Adjournment

Upon motion, duly seconded and approved, the meeting was adjourned.

Irvington PC: Capital Improvement Plan (CIP) Recommendations

As of 4/4/23 PC Meeting

Updated with input from Budget and Finance Committee mtg 4/11/23

Attached is a spreadsheet with the PC CIP recommendations. A 1 priority signals our recommendation that this element proceed in the current fiscal year or in FY23/24.

Many of the priorities are noted as TBD (to be determined) since some key preparatory step needs to be completed, e.g., Sewer Preliminary Engineering Report or lack of scope and cost information. *Estimates for Commons Improvement projects were added at the Budget and Finance Committee meeting as well as an item for a Commons Landscaping Plan and Traffic Calming Study. In addition, a new estimate was stated for FY22-FY23 sidewalk repairs as \$75K. The PC will consider these items at their May meeting.*

A suggestion was made that the Town consider a small donation, say \$5000 to improve the Gaskins launch area.

Note that recommended funding sources are considered for each item. This is to illustrate that in general the PC believes that most projects should be funded from Capital Reserves or Grants (where available) and only by debt when required by the magnitude of the cost (sewer) or when an asset can be secured by a mortgage (Town Office.)

Respectfully submitted,
Tom Chapman, Chair PC
4/13/23

