



## THE TOWN OF IRVINGTON

### PLANNING COMMISSION REGULAR CALLED MEETING MINUTES Irvington Town Office, 4203 Irvington Rd. IRVINGTON, VA

January 2, 2024 6:30PM

1. **Call to Order** Tom Chapman, Chairman called the Meeting to Order at 6:30 pm
2. **Roll Call and Determination of Quorum** All Commission Members were present therefore a Quorum was present.

Tom Chapman  
Jeremy Taylor

Ruth Fuller  
Lee Capps  
Albert Pollard

Robin Camillo  
David Clark

3. **Approve Minutes** 11/8/2022 Minutes Approved
4. **Report From Chair** Tom Chapman reported on the following topics presently before the Commission and said they are ongoing.  
Town Hall- Museum Plan  
Tides C  
Planning Commission suggested Code changes.  
County Public Water Access
5. **Public Comment - no Comments**
6. **Report from Zoning Administrator** Justin Nelson updated the Commission on the present CUP re: Tides Inn.
7. **Old Business**
  - a. **ADU - Accessory Dwelling Units** After reviewing and much discussion regarding the points brought forward by Ruth Fuller and Al Pollard, the Commission agreed that more discussion should be engaged. Commissioners were requested to think about maximum size for ADUs for the next meeting.
  - b. **Comprehensive Plan Update** Mr. Chapman presented new language drafts to replace language in the current draft Comprehensive Plan Update being prepared.
  - c. **Sign Ordinance** Amendment was discussed regarding Legal Counsel's opinion on the Amendment. The Chair will follow up with D. Clarke and J. Taylor on this issue.

**8. New Business**

- a. CUP neighbor letters** - the role of the Administrator was discussed regarding the neighbor letters. It was agreed that we do not need any code changes but, the Zoning Administrator will work with applicants to ensure that all neighbors receive a letter and have a tracking system for the letters to ensure timely recordation of any comments or objections to a CUP.
- b. Year End PC Report** – T. Chapman working on this for the Town Council.

**9. Adjournment**

**A Motion was unanimous to adjourn at 7:42pm.**