

**Town of Irvington, Virginia**  
**Planning Commission**  
**Regular Meeting, November 8, 2023**  
**53 King Carter Drive**  
**Irvington, Virginia**

**Summary Minutes from the November 8th Regular Meeting**

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

2. **Roll Call to Determine Quorum**

|         |         |
|---------|---------|
| Fuller  | Present |
| Chapman | Present |
| Taylor  | Present |
| Capps   | Present |
| Pollard | Present |
| Clarke  | Present |
| Camillo | Present |

\*

Chair Determines Quorum Is Present

3. **Welcome** to Robin Camillo and introductions of Planning Commissioners.

4. **Approval of Minutes.** Minutes of October 3, 2023 Approved

5. **Report From Chair-** T. Chapman Comprehensive Plan Goals and Strategies: Another draft of the Goals and Strategies was discussed with Commission Members required to comment back to the chair by Friday. The Chair noted that the town needs to have a more efficient process for the PC recommended code changes and that he will work with the Mayor and Town Attorney on the issue.

6. **Public Comment.** Sandra Portius and George Kuper voiced concerns that property owners that may be directly affected by a CUP or STR have not been consistently notified. Mr. Chapman agreed that the procedure should be reviewed with the Zoning Administrator.

7. **Report from Zoning Administrator.** There were additional receipts from Mr. Fisher. Administrator has daily site visits at the Tides Inn due to construction that began the week of October 9<sup>th</sup>. Aqua updates were also noted.

## 8. Old Business

1. **Zoning Permit** - Stettinius -Owner has agreed to remove 2 story pool house from their plans. Impervious surface in the RPA reduced to 1000 ft. Commission requires plans be revised to not show the pool house prior to Zoning Permit issue.

### Motion to Approve with Condition

|         |          |
|---------|----------|
| Chapman | Approved |
| Clarke  | Approved |
| Taylor  | Approved |
| Pollard | Approved |
| Fuller  | Approved |
| Camillo | Approved |
| Capps   | Approved |

2. **Zoning Permit-Fooks-** note: pre Bay Act -new application to show zoning requirements, drainfield orientation, and setback. 42 feet into RPA would require front foot waiver to reduce encroachment and therefore drainfield orientation and cliff problem. Motion further stated that, if needed, the house can be adjusted shoreward by the zoning administrator to accommodate the Health Department's septic system setback requirement. Motion to Approve encroachment upon Attorney's review.

|          |              |
|----------|--------------|
| Chapman  | Approved     |
| Clarke   | Approved     |
| Taylor.  | Approved     |
| Pollard. | Approved     |
| Capps    | Approved     |
| Camillo  | Approved     |
| Fuller   | Not Approved |

Motion Approved with Conditions

3. **Zoning Ordinance Review.** Discussion regarding accessory structures and garages. Need to agree to accommodate and plan for future pools and outdoor kitchens going forward and clearer definition of accessory structure. Discussion ensued. Present Code does not allow separate "abode" on property. Mr. Pollard proposed an accessory dwelling structure of 500 square feet. Connected should be defined as conditioned space for definition of accessory structures. Concerns of mass structures on property, long term rentals, etc. Ruth and Al will work together to define recommendations for accessory structures code for next meeting.
4. **Draft Comprehensive Plan Review.** Chairman has requested the distributed Comprehensive Plan Goals and Strategies be commented on and submitted to Chairman by Friday November 10.
5. **Status and comments of enforcement recommendations.** Administrative steps, concerns of timelines noted, steps of complainant and homeowner response. Tom and Ruth will work with the mayor on finalization of recommendations.

## 9. New Business

1. Action on revised STR Zoning Ordinances. PC Recommend Town Council approval of the ordinance as written. Density restrictions can still be used to limit STRs Motion to advance the ordinance to Town Counsel. Approved Unanimously.

**Next Meeting** December 5 2023, PC Regularly Scheduled Meeting at Irvington Town Office, 6:30 p.m.

**Adjournment** Upon motion, duly seconded and approved, the meeting was adjourned at 7:30 pm