



## THE TOWN OF IRVINGTON

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

March 5, 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** Commission Members present:

Tom Chapman

David Clark

Albert Pollard

Robin Camillo

Steve Strait welcomed by Chairman and introduced to fellow Commissioners.

Jeremy Taylor Absent

Ruth Fuller Absent

3. **The Minutes from February 6, 2024, were approved.**

4. **Report From Chair** Tom Chapman had no report. Chairman suggested we place the Second Reading, Knisley CUP for STR in Old Business so that any Public Comments may proceed.

5. **Public Comment** Three affected property owners to 692 Chesapeake Drive, presented their concerns and or objections to the Knisley STR CUP.

Mr. Steve Reese, owner of 729 Chesapeake Drive strongly disapproved of the CUP, said he has met with the owner regarding his concerns and referred to it as a business second only in size to The Tides Inn. Mr. John Randal, owner of 732 Chesapeake Drive, had not spoken to the owner of 692 Chesapeake Drive with his concerns, spoke about waterfront access for renters and the problems he foresees, and he also opposed this CUP. In addition, Ms. Joyce Hill, a 30-year resident at 369 Chesapeake Drive also voiced her strong opposition to the CUP.

Mary Cay Bradley spoke about the need for neighbors to talk to their neighbors.

6. **Report from Zoning Administrator**

A. Justin Nelson updated the Commission on an approved permit for tree removal in the RPA at 79 Cedar Lane.

B. A permit has been approved for the installation of a new swimming pool at 173 Virginia Rd.

- C. Justin is gathering additional proposals for concrete repairs.
- D. A CUP has been received for the operation of an art gallery at the Randall Kipp office building, 81 King Carter Drive. First Reading for this CUP will be prior to the Town Council Meeting on March 14.
- E. The Hall/Elliott property bamboo removal and eradication has been proceeding.
- F. 52 Rowes Point Road. Due to a setback violation a Building Permit was denied. The Board of Zoning appeals will meet in late March. Justin asked that Planning Commissioners be present for the appeal.

## G. Old Business

- a. **Knisley CUP Second Reading 692 Chesapeake Drive.**  
After a letter from the owners was read, discussion ensued and a Motion was made that the Planning Commission reduce the number of bedrooms that could be rented to a maximum of 3 versus 5 bedrooms, and suggested the Commission stay cognizant of incidents that may arise. A vote was taken. By a vote of 4-1 as presented, the CUP was approved with restrictions and forwarded to the Town Council for their action.
- b. **ADU's (Accessory Dwelling Units) -** will be addressed further in April.
- c. **Sign Ordinance Amendment** - will be addressed further in April.
- d. **Fence Ordinance** – Commission is waiting to hear from Charter, Code and Ordinance Committee.

## H. New Business

- a. **VDOT review of the Comprehensive Plan** Transportation Section is necessary for finalization. In addition, Steve Strait will coordinate with Al Pollard's assistance, to approach VDOT for discussion on current traffic calming solutions that VDOT could accomplish for the Town.
- b. **Next PC Meeting** scheduled for April 2, 2024, at 6:30pm.

## I. Roundtable – discussion regarding recommendation to Town Council to review STR wording in the cover of the CUP regarding talking to your neighbor.

## J. Capital Improvement Plan

Chairman Tom Chapman stated he has forwarded the PC Capital Improvement Plan for the Town of Irvington to Budget & Finance for inclusion in the 24/25 Budget.  
**3/6/24 Irvington Capital Improvement Plan as recommended by PC.**

### **Cost Estimate Definitions:**

**Quote:** Well defined scope, quote from qualified contractor

**Budgetary Estimate:** Well defined scope, professional estimate

**Preliminary Estimate:** good scope definition, professional estimate

**Ball Park:** initial scope estimate, cost estimate from similar work.

### **Priorities:**

1. Most important, fund first based on available funds and grants.
2. Next in line assuming scope and estimate holds, based on available funds and grants.
3. Needs further definition or depends on other issues.

### **Discussion of Table:**

As with last year the Planning commission recommends that with the exception of a potential Sewer Project all projects should be funded by Available funds or Grants.

1. Sewer Project: Depending on cost and terms, if we proceeded with Phase I annual cost would be \$100K to \$200K for 30 to 40 years.
2. Though it is not clear what Available Funds will be for FY24/25 it appears that all Priority 1 projects are unlikely to fit into the budget.

### **Adjournment**

**A Motion was unanimous to adjourn at 7:37 pm.**