



**THE TOWN OF IRVINGTON**  
**PLANNING COMMISSION REGULAR CALLED MEETING MINUTES**  
**Irvington Town Office, 4203 Irvington Rd. IRVINGTON, VA**

**May 7, 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
  - Ruth Fuller
  - David Clark
  - Albert Pollard
  - Robin Camillo
  - Steve Strait
  - Jeremy Taylor
- 3. The Minutes from April 2, 2024, were approved.**
- 4. Report From Chair** – Mr. Chapman began his report by reporting on his attendance at the Kilmarnock Town Council’s Water and Sewer Committee meeting regarding the Town of Irvington’s potential Sewer Project. Mr. Chapman asked for feedback regarding their wish to work with Irvington. The Council listened, offered no comments but stated they will get back to us.  
Mr. Chapman then stated that every May the Planning Commission elects new Officers. Tom Chapman was nominated by Jeremy Taylor for Chairman and unanimously elected, followed by Ruth Fuller for Vice Chair, and Robin Camillo was elected to Secretary.
- 5. Public Comment**  
No Public Comment
- 6. Report from Zoning Administrator**  
Justin Nelson updated the Commission on his plan to meet with the Attorney regarding guidance for when and if it becomes necessary to pull STR Permits if Business Licenses are not forthcoming timely. Mr. Pollard asked how many STR Permits were in the potential pool. Mr. Nelson said there are currently four. Steve Strait asked Mr. Nelson to confirm that the Business License and STR Permit are two separate requirements that must be met to conform with the STR process, and he confirmed the requirement.
- 7. Old Business**
  - a. Dubay STR CUP**- 8 letters sent out with three responses with no objections. They have no designated local rep at this time, but they have stated that the requirement will be met when the

STR CUP is approved. A motion was made to forward the Commission's approval with the condition that Agent designation be forthcoming. All were in favor and the **Dubay CUP** will be forwarded to the Town Council for their action.

- b. **Odd Fellows/ Dear Neighbor CUP**- 9 Letters were sent out with one objection received due to parking issues, and one no objection. Discussion ensued with clarifications on square footage. No second floor will be used except for possible rental in the future which will require a separate CUP. The "Wind Swept" building will also be rented out separately. Al Pollard presented Irvington's parking requirements. Dear Neighbor will have off-street parking in front of the building. The Church voiced their concern about people parking in their lot. They have asked for a liability rider. A condition will be in place to protect the Church. The Commissioner voiced approval for a new business in Irvington. Mr. Pollard made a motion to approve of the **Dear Neighbor CUP** with the condition that a) they maximize their parking space and b) have employees park offsite for business hours. All voted in favor to approve and forward to the Town Council for their action.
- c. **ADU's (Accessory Dwelling Units)** – Mr. Pollard reported that he and Ms. Fuller had two major concerns...size of the dwelling unit and to whom they could be rented. Parking needs to be defined. Setbacks need to be defined hence, an ADU should be the same as primary residence. Four concerns are foremost: size, setback and parking, and familial usage or rental. Discussion ensued. ADU's will increase rental units being inserted into the density overall. A bill in the house in Richmond is coming and if Irvington wants to decide its future ADU structure then it needs to be implemented before 2025 rolls around when the bill could be passed. Size restrictions discussed with a maximum living space of 700 sq ft. or less than 35% of the primary residence was agreed upon. A draft will be worked on to include one parking space. The Ordinance will be roughed out and then the Charters and Codes Committee will review and forward it to the Town Council if approved. Other exceptions (such as setbacks, renting or converting of an existing structure) should be considered on a case by case basis via the Zoning Appeals Board or the CUP Process.
- d. **VDOT Review of the Transportation Section of the Comprehensive Plan** Steve Strait recommended that the two roundabouts be removed from the plan, Motion made and carried unanimously.
- e. **Sign Ordinance Amendment** – David Clark has not heard back from the Attorney.

## **8. New Business**

- a. **Next PC Meeting** scheduled for June 4, 2024, at 6:30pm. The Agenda and Unapproved draft Meeting Minutes will be posted on the website.

## **Adjournment**

**A Motion was unanimous to adjourn at 8:20 pm.**