



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

**June 4, 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 absent
  - David Clark
  - Albert Pollard
  - Robin Camillo via phone with the approval of Commissioners present.
  - Steve Strait
  - Jeremy Taylor
- 3. The Minutes from May 4, 2024, were approved.**
- 4. Report From Chair** – Mr. Chapman began his report by thanking Albert Pollard for his service to the Town of Irvington and the Planning Commission. Mr. Pollard stated he will be available to consult as projects come to the Commission.  
Mr. Chapman has clarified for the town clerk that the prior months unapproved meeting minutes will be posted with the upcoming Agenda, and the Secretary will ensure that the Approved Minutes are then forwarded to the town clerk for retention.
- 5. Public Comment**  
No Public Comment
- 6. Report from Zoning Administrator**  
Justin Nelson reported **permits** have been issued for the Red Fish Gallery sign, a new boat lift at 187 York Road, the Dear Neighbor sign, and a porch addition at 902 King Carter Dr. Mr. Nelson updated the Commission regarding the contract for sidewalk installation on Irvington Road between the florist shop and White Fences Drive which has been signed. The work shall begin soon. Justin is working on STR tax filings that must be filed monthly, and notices will be going out soon if not received timely.  
  
**The building at 4314 Irvington Road** has been rezoned from R1 to B1. No business has gone into it since rezoning and Mr. Chapman specified that any B1 or B2 business wishing to occupy the building must submit a CUP in accordance with the Town Code. With that procedure the CUP would not be approved until August, however, an expedited schedule of review for the CUP can be requested. Discussion clarified

the need for the CUP in accordance with the Town Code. The Commission agreed to recommend expedited review from the Town Council if neighbors sign off on the application because it is an established Irvington business. All voted in favor.

The Zoning Administrator will be out of the office June 13 to July 1.

**CUP applications** within three hundred feet of the neighbors must be notified, however our Code says the person applying must send notices out 2 weeks prior to the CUP Hearing. Discussion ensued that the Zoning Administrator could assist with the letters and tracking and drop the Registered Mail procedure since it is not required. The Zoning Administrator and Town Clerk will use best judgement for tracking to ensure receipt via First Class Mail or Hand Delivery.

## 7. Old Business.

- a. **Pollard 2024 CUP**- approved and will be forwarded to the Town Council for their action.
- b. **ADU's (Accessory Dwelling Units)** – Mr. Chapman clarified that the proposed ordinance as roughed out will be forwarded to the Charters and Code Committee for their discussion and consideration. If the Town Council wants to adopt, they will refer to the Town Attorney for development of an actual ordinance. If the Town decides to adopt an ADU ordinance it should be adopted by January 1, 2025, in the event that the House of Delegates adopts a measure like SB304. Mr. Chapman stressed that this ordinance as outlined somewhat conflicts with the Town Survey in which only 6% of respondents wanted more apartments. Note: the dwellings on the property can be rented as a whole, but not sublet of one or the other, and no STR's will be permitted.
- c. **VDOT Comprehensive Plan Review** – Feedback noted, and CP will be completed and forwarded to Town Council for their approval.
- d. **Sign Ordinance Amendment** – David Clark has received feedback from the Attorney and revisions will be reported at the next meeting in July.
- e. **Reduction of STR's** – Reduction of short-term rental from 35 to 25 by attrition was discussed. Note: History shows the ordinance to increase to thirty-five was rapidly met. There are no properties on the waiting list currently. Commissioners are not confident the market is an indicator of attrition currently, and a recommendation to the Town Council is to wait and see what the 2024 market brings before the Planning Commission would recommend Ordinance changes. However, it was agreed that the Commission has no objection to the Town Council revising the number from 25 to 35.

## 8. New Business

- a. **Next PC Meeting** is scheduled for July 2, 2024, at 6:30pm.

## 9. Roundtable Discussion

- a. Discussed flowers, plants, and a card for Ruth. Robin volunteered to purchase and have delivered.
- b. Mr. Taylor noted there were some concerns about the sewer pipe capacity from Hills Quarter to Harris Road with potential increased load.
- c. It was noted that there have been numerous leaks in the Aqua water system in the town, and it was recommended that the Facilities Committee look into the issue.

## **Adjournment**

**A Motion was unanimous to adjourn at 8:25 pm.**