



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

**July 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** Commission Members present:
  - Tom Chapman
  - David Clark
  - Robin Camillo
  - Steve Strait
  - Marston Smith Sworn in by Mayor Harris and Welcomed to the Commission
  - Jeremy Taylor Absent
  - Ruth Fuller Absent
3. **The Minutes from June 4, 2024, were approved with the modification of the number of STR's reduction from 35 to 25.**
4. **Report From Chair** – Mr. Chapman reported he has been working with the Town Attorney regarding changes to ordinances that the PC would like the TC to initiate. Therefore, the PC makes a Motion to Initiate a Sign Ordinance Amendment in accordance with the Code in Virginia which is specified in Section 15.2-2286 (A) (7) to serve the health, welfare and good zoning practice of Irvington. The PC recommends the TC proceed with the 15.2-2204 process for adopting amended Sign Ordinance 154.190 through 154.202.

Chairperson Chapman will be away for the August Meeting and if Ruth cannot make the meeting Mr. Clark will run the meeting.
5. **Public Comment**

No Public Comment
6. **Report from Zoning Administrator** - Conditional Use Permit Applications presently require Notarization. The PC agrees with the Zoning Administrator that this is a cumbersome procedure and recommends the TC agree to drop the Notarization Requirement on Conditional Use Permit Applications.
7. **Old Business.**
  - a. **Comprehensive Plan Review** – We have received the final comments from VDOT and will incorporate. We are only waiting on whether any DEQ comments need to be incorporated. Justin Nelson will check with them. After DEQ comments we will have plan updated by EPR, and forward to TC recommending adoption.

- 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. Ultimately, if the Town Council wants to adopt an actual ordinance, they will refer to the Town Attorney for development of an ordinance.
- c. **Sign Ordinance Amendment** – Discussed further with no objections, motion to forward to TC carried.
- d. **STR** – Motion carried to forward to TC for their action.

**8. New Business**

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

**9. Roundtable Discussion**

**Adjournment**

**A Motion was unanimous to adjourn at 7:25 pm.**