



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

September 3, 2024, 6:30 pm

1. Call to Order Planning Commissioner President Chapman 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

Jeremy Taylor

Ruth Fuller Participated electronically by approval of Commissioners present

3. The Minutes from August 6, 2024, were approved as submitted.

a. Report From Chair – Mr. Chapman reported changes to the agenda.

Old Business, Comprehensive Plan decision and vote to forward to TC.

TC Meeting on September 12 will hold a Public Hearing on a vote for 2 CUPS, which will not require a quorum of the PC since we are voting at this meeting. A PC Quorum will be required for the Public Hearing on the Proposed Ordinance Amendment #2-24-10. uc, related to DEQ requirements for septic pump-outs etc.

4. Public Comment

Mayor Harris mentioned the need for the PC to talk to staff to get updates on issues instead of starting from scratch when addressing ongoing issues. The mayor mentioned Short Term Rentals and Speeding. Mayor Harris voiced concerns about recent emails about this issue.

Samantha Van Saun, stated that Traffic Calming came up last month and was happy to hear that it was still being mentioned. Mr. Chapman stated that Traffic Calming is part of the Comprehensive Plan and intends to move forward with its implementation.

5. Report from Zoning Administrator – Mr. Nelson reported an update on a Conditional Use Permit Application regarding Pollard with 13 letters sent out, 2 objections received, and 2 no objections received.

6. Old Business – Pollard CUP, 2nd Reading – Mr. Pollard amended the CUP to address concerns about additional 6 cottages, noting by-right use zoning ordinance, addressing resident concerns for appearance, noise levels and accommodation limits. 30-day leases will remain. 154.08610 covers the definition of his right to operate the units. Mr. Pollard stated his desire to address any concerns. Discussion ensued prior to a Motion to Vote on the amended CUP application being forwarded to the TC. Ruth Fuller abstained, all others voted in favor.

CUP 4282 Irvington Road, 1st Reading - to operate retail clothing store. The CUP was approved by the Zoning Administrator on the premise that the business was going to be approved ultimately because it was part of the Wind Swept store in a different location. Commissioner Chapman advised that this approval may be a code violation. Mr. Nelson stated he was prepared for the consequences of his decision to approve the CUP. Marston Smith moved to approve the CUP, Commissioner Taylor seconded, all voted in favor to approve and forward to TC.

7. New Business

- a. **STR Ordinance Language**– Reviewed to confirm that language was revised in the due process of a violation, and therefore termination of a CUP. The Commission agrees that the Ordinance should be considered by the TC pending further hearings. All voted in favor.
- b. **Sign Ordinance Amendment** – Review by the attorney and revisions withstanding, the Commission voted all in favor to approve the Sign Ordinance Amendment, and it will be forwarded to the Town Council for their consideration and action.
- c. **Accessory Structures** – changes to the Accessory Structures Ordinance were discussed, which presently addresses sheds specifically, and is limited to 300 sq ft., with a 10-foot offset of the property line. Pool houses have become a part of building most pools, and the Code does not address this improvement. Outdoor kitchens should also be addressed. The Zoning Administrator advised that a new application for these structures, which will affect the RPA, is coming to the table soon and will demand that offsets, etc. be addressed. The Zoning Administrator will develop a list for the PC to review regarding the structures that will fall into this category. Our current code for R1, R2 states building a garage is allowed but then adding a kitchen and bedroom is not allowed. More discussion will be forthcoming. Justin Nelson will work with Marston Smith and Jeremy Taylor to develop specific language for our consideration at the next PC meeting.
- d. **CUP Process Changes** – Mr. Nelson presented a list to the Commission of businesses that should not be included in a CUP process, to include wearing apparel stores, drug stores, post office, town offices, public use buildings, county offices, beauty shops, barber shops, banks and office buildings, churches and furniture stores. However, it was noted that parking would be affected by any of these businesses, and discussion ensued regarding the need for a CUP. Most Commissioners agreed that certain parameters should stay in place at this time. It was agreed that business owners should think ahead for a CUP and anticipate the process time. Further discussion forthcoming. Steve and David will work with Justin to develop specific language for our consideration at the next PC meeting.
- e. **Traffic Calming** – Commissioner Chapman noted that the TC should develop a committee to bring back recommendations for the Traffic Calming Guidelines they wish to develop. Traffic Studies are on file for 2015, 2021 and 2023 and should be reviewed and will be shared with the Commission to avoid backtracking. Traffic Calming is part of the Comprehensive Plan. A four-person Committee will be formed to address the ongoing concerns. 2 from PC and 2 from TC. It was noted that there is still no revenue coming to the Town from the Deputy Program. The PC members of the committee will be Robin and Marston.
- f. **Comprehensive Plan** – The plan has been edited to remove traffic circles. Subdivision ordinance changes have not affected the CP. Commissioner Chapman moved to adopt the CP changes and forward to the TC. All voted in favor to recommend approval, with the changes, to the TC for the September TC Meeting.
- g. **Resolution Initiating Changes to Chesapeake Bay Act** – Discussion regarding the requirement for septic pump outs and delineation of buildable areas to be included in Codes and Ordinances. This is a directive from the VA Dept. of Environmental Quality. Commission approved the language be forwarded to the TC for their action.

8. **Roundtable Discussion** – No Discussion

9. **Next Meeting Scheduled for October 1, 2024**

Adjournment. Motion was unanimous to adjourn at 7:36 pm.

Respectfully Submitted,

Robin W. Camillo, Secretary

Town of Irvington Planning Commission