



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

October 1, 2024, 6:30 pm

- 1. Call to Order - Commission President** Chapman called the Meeting to Order at 6:30 pm
- 2. Roll Call and Determination of Quorum**
Members present:
Tom Chapman
David Clark
Jeremy Taylor
Marston Smith
Steve Strait
Ruth Fuller Absent
Robin Camillo Absent
- 3. The Minutes from September 3, 2024, approved as submitted.**

Report From Chair –

Mr. Chapman reported that the Department of Environmental Quality has been unable to complete the CP as submitted for their review, for clarity and approval. They recommended that PC have our consultant write a summary for them to review. The budget for the CP has been used in full, and therefore Mr. Chapman has requested a quote from EPR for their additional work with the DEQ with the expectation it can then be submitted for approval through the TC and get the CP adopted.

Mr. Chapman will not be available for the October TC meeting.

- 4. Public Comment - No Public Comment**
- 5. Report from Zoning Administrator – not present**
- 6. Old Business**
 - A. Proposed Ordinance Amendment Vote for the 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 was a directive

from the VA Dept. of Environmental Quality. Commission approved the language be forwarded to the TC for their action. The TC subsequently approved the language at their September meeting and therefore, a motion to approve was voiced by Steve Strait, seconded by David Clark, Marston Smith abstained, Jeremy Taylor and Tom Chapman voted in favor.

- B. Accessory Structures** – Marston Smith and Jeremy Taylor are working to develop specific language for consideration and presented two alternative changes to the Accessory Structures Ordinance; keeping it simple by producing a formula, floor plan, footprint, and use, and would be addressed on a CUP application. Definitions based on size and setbacks. For example, 0-500’ would require a 10’ setback, 501 sq ft to 1000 sq.ft. would require a 15’ setback and a 25’ ft setback for over 1001 sq ft...floor plan and setback would be one approach. Guidelines for categories of other structures or improvements would be considered per CUP, and prior discovery of accessory structures language will be reviewed for “not to be limited by” specifics. After discussion, the Commission agreed to forward their recommendation for new or additional guidelines to the Charters, Codes and Ordinance Committee. A motion was made by Mr. Chapman and seconded by Marston Smith. All voted in favor.
- C. Feather Signs** – Mr. Clark stated that currently such signs are prohibited, but an exception to the prohibition should be considered with an understood length of time that they can remain visible. Two businesses came up as examples: Objects and The Camp. Should there be exceptions? Should language be permitted for special events, and length of event? An ordinance exists that prohibits feather signs. The PC feels that language to include permission to use on a temporary basis during special events, during business hours only for a maximum of 4 days, and a total of 15 days in a month. A motion was made to approve, and all voted in favor. The motion will be sent to Charters, Codes and Ordinances for their review and action.
- D. CUP Process Changes** – Steve and David are working on Uses that would, or not affect a current CUP on file in the event the property is sold, and a different use is expected. This would be a policy change and not an ordinance change. A motion was made to reduce new business startups requirements for consideration by the Charters, Codes and Ordinances Committee. Seconded, all in favor.

7. New Business – No new business

- 8. Roundtable** - Commons Master Plan. General agreement that it is an improvement, however the maintenance of the area will be a concern. And all agreed that no money should be borrowed for the project

Next Meeting Scheduled for November 4, 2024

- 9. Adjournment. Motion was unanimous to adjourn at 7:40 pm.**

**Respectfully
Submitted,
Robin W. Camillo,
Secretary**

Town of Irvington PC

