



**Town of Irvington, Virginia Planning Commission
Regular Meeting, February 7, 2023
4203 Irvington Rd., Irvington, VA**

Summary Minutes from the February 7 Regular Meeting

- 1. Call To Order – Tom Chapman, Chair 6:30 PM**
- 2. Swearing-in of Dawn Fowle by Mayor Julie Harris**
- 3. Roll Call to Determine Quorum**

Capps	Present
Fowle	Present
Clarke	Present
Pollard	Present
Chapman	Present

Chair Determines Quorum is Present

- 4. Approve Minutes**

Approved

- 5. Report From Chair**

- a. The committee then gave brief introductions.**
- b. Jeremy Taylor joined the meeting during introductions**
- c. Election of Secretary**

Tom Chapman nominated Dawn Fowle

Second: Pollard

Capps	Approved
Fowle	Approved
Taylor	Approved
Clarke	Approved
Pollard	Approved
Chapman	Approved



Total: Yes = 6 No = 0 Motion Approved

6. Public Comment

- a. **Mary Cay Bradley - 991 King Carter** – Encourages PC to share any documents shared at the table with the public. Regarding the fence ordinance, she hopes that PC keeps in mind a balance between the aesthetics of a fence and practical/safety needs.

7. Report from Zoning Administrator

- a. Please add to a future agenda that current ordinance states that a new CUP is required for a change from an existing business to a new business use. ZA would like to see PC consider amending. Will be added to the agenda for next month’s meeting. ZA will make a list (with suggestions from PC) on which use changes should not need a new CUP.

8. Old Business

- a. CUP_ Baker STR 125 Edgewood Lane

Colleen Sweeney has a submitted objection based on other STRs nearby.

Taylor notes that this is a neighborhood density issue. PC has previously recommended for TC approval incorporation of amendment that the TC can consider neighbor complaints and population density in approving STRs. Chair notes that PC can consider these to be conditions to be included in approval.

Motion to forward to TC without recommendation: Pollard

Second: Taylor

Capps	Approved
Fowle	Approved
Taylor	Approved
Clarke	Approved
Pollard	Approved
Chapman	Approved

Total: Yes = 6 No = 0 Motion Approved

- b. CUP_ Honey to operate a Yoga/Pilates retail store at 301 Steam Road

Motion to approve: Pollard

Second: Clarke

Capps	Approved
Fowle	Approved
Taylor	Approved



Clarke	Approved
Pollard	Approved
Chapman	Approved

Total: Yes = 6 No = 0 Motion Approved

- c. CUP_ Tides Farm to operate an agricultural farm on #33—307C

No objections from the public. PC discussed letter received requesting a condition that applicant build a fence but notes that there was no objection in the letter.

Motion to approve: Clarke

Second: Capps

Capps	Approved
Fowle	Approved
Taylor	Approved
Clarke	Approved
Pollard	Disapproved
Chapman	Approved

Total: Yes = 5 No = 1 Motion Approved

- d. CUP_ Hillenbrand to operate an STR at 81 Carter’s Creek Road

Motion to approve with condition that only main house can be used as STR: Chapman

Second: Taylor

Capps	Approved
Fowle	Approved
Taylor	Approved
Clarke	Approved
Pollard	Approved
Chapman	Approved

Total: Yes = 6 No = 0 Motion Approved

- e. CUP_ Kindle to operate an STR at 277 Steamboat Rd

Objection from George Kuper that there is no off-street parking

Motion to deny: Pollard

Second: Taylor



Capps	Approved
Fowle	Approved
Taylor	Approved
Clarke	Approved
Pollard	Approved
Chapman	Approved

Total: Yes = 6 No = 0 Motion Approved

f. Fence Ordinance Amendment Progress – A. Pollard/L. Capps

Pollard and Capps provided a handout with recommendations

Language added around maintenance: Fence shall be maintained to community standards as determined by ZA. Commissioner Pollard will forward to TC, Town Clerk and ZA for discussion at March 9 TC meeting.

Motion to approve content and recommend to TC: Chapman
Second: Clarke

Capps	Approved
Fowle	Approved
Taylor	Approved
Clarke	Approved
Pollard	Approved
Chapman	Approved

Total: Yes = 6 No = 0 Motion Approved

g. Sign Ordinance Amendment Progress – D. Clarke/J. Taylor

Handout was provided with initial thoughts regarding sign ordinance. Note that the task was to reread sign ordinance and see if it needed to be updated.

Clarke and Taylor will update with concrete proposal and forward to TC for discussion at their March 9 meeting.

h. Comprehensive Plan Update Process – T. Chapman

Next steps will include key stakeholder discussions over the course of February and early March. There will be a public meeting in March to discuss results of public discourse.

9. New Business



a. Capital Improvement Plan

Handout was provided with listing of some of projects suggested to date. PC was requested to consider list of projects. Chapman also provided planned comments for Workshop on Capital Improvement Projects.

10. Review of Land Use (as time allows)

11. Next Meeting

Feb 9, 2023, 5:30 PM to 6:00 PM Joint PC TC Town Hall Meeting at IVB

Feb 9, 2023, 6:00 PM to 6:30 PM Joint PC/TC Workshop on Capital Improvement Projects at IVB

PC members should attend the Public Comments of the TC meeting after 6:30pm

March 7, 2023, at the Irvington Town Hall 6:30 p.m.

12. Adjournment

Motion to approve: Taylor

Second: Clarke

Capps	Approved
Fowle	Approved
Taylor	Approved
Clarke	Approved
Pollard	Approved
Chapman	Approved

Total: Yes = 6 No = 0 Motion Approved

13. Meeting Adjourned at 8:10 PM.

Respectfully Submitted – Dawn Fowle, Secretary