

Town of Irvington, Virginia Planning Commission
4513 Irvington Road, Irvington, Virginia
Summary Minutes from the December 2, 2025 Regular Meeting

Call To Order – Tom Chapman, Chair 6:30

Roll Call to Determination of Quorum

Name	Status	Name	Status
T. Chapman	Present	M. Smith	Present
David Clarke	Present	S. Strait	Present
R. Fuller	Present	J. Taylor	Present*
V. Ralls	Present		

*Jeremy Taylor was informed that he could participate but not vote as his reappointment wasn't processed in time by the town council.

Chair Determines Quorum Is Present

Approval of minutes

- Minutes from the previous meeting were approved by motion and vote.

Report From Chair

- Introduced Discussion regarding B1 Zoning and Code Definitions**
 - Definitions and regulations regarding tourist homes, apartments, and transient occupancy in the town code. The Commission debated the distinctions between various types of accommodations and their implications for tax collection and zoning.
- Sewer System Update**
 - Affordability issues identified as main concern

Public Comment

- Lee Taylor presented background on her expansion plans for her quilt shop, highlighting the customer base from eastern seaboard and need for growth. The shop attracts 400-500 additional customers during shop hops.

Report from the Town Administrator - J. Nelson, None

Old Business

- Status Report from Public Safety and Traffic Calming Committee. M. Smith. Marson Smith provided an update on the Speed Control Committee. The committee met at Town Hall with Marston, Viv, Mary Carroll, Tom, and Phillip Robinson present. Discussion centered on potential solutions, committee purpose, and building community support. Mary Carroll documented the meeting. Draft report expected soon; final report targeted for January approval.

New Business

- **Conditional Use Permit (CUP 2025 SEW) – Sew Lovely Quilting Shop**
 - Detailed discussion of renovation plans for garage addition including classroom space and accommodations. Commission addressed setback requirements, property usage, and transient occupancy consideration. PC recommended approval by the TC on a vote of 5 to 1
- **B1 Zoning and Code Definitions Discussion**
 - Identified gaps/inconsistencies in zoning code regarding apartments, tourist homes, rooming/boarding houses, and transient occupancy.
 - Key notes: Apartments prohibited yet exist via CUPs; lack of stay-length restrictions for tourist homes risks abuse (e.g., de facto apartments); Refuel Inn example with 30-day leases avoids transient tax.
 - Discussed changes: Adopt limits on transient stays (e.g., Williamsburg model: ≤30 days in any 60-day period); remove outdated categories; clarify transient occupancy for tax purposes; allow apartments above active commercial uses in B1 zone to support businesses and address housing needs.
 - **Code Cleanup:** Remove "tourist homes" and "rooming and boarding houses" from permitted uses. Retain hotels, motels, and inns with clear transient occupancy definitions. Define transient as less than 30 days for tax and regulatory purposes

Multi-use Development Discussion

- The commission expressed support for allowing apartments above commercial businesses in B1 zones.
 - **Rationale:** Supports small business owners by reducing overhead costs. Addresses local housing shortage and employee accommodation needs. Maintains traditional small-town character with mixed-use buildings

- **Limitations:** Would require active commercial space on ground floor
- **Next Steps:** Ruth Fuller and David Clark will draft language for multi-use structures in January

Next Meetings

- Regular Planning Commission Meeting: January 6, 2025
- Sewer System Meeting with Aqua Virginia: December 9, 2024

Adjournment

Upon motion, duly seconded and approved, the meeting was adjourned.