

**Town of Irvington, Virginia  
Planning Commission  
Regular Meeting, February 3, 2026  
Town Office, Irvington Town Center**

The Town of Irvington Planning Commission held its regular scheduled meeting on Tuesday, February 3, 2026, at the Town Office (Irvington Town Center Conference Room), commencing at approximately 6:30 p.m.

**Members Present:**

- Tom Chapman (Chair)
- Steve Strait
- David Clarke
- Marston Smith
- Vivian Ralls
- Ruth (participating by phone from home, for personal reasons, per Virginia Code § 2.2-3708.3)
- Jeremy Taylor (arrived shortly after start)

**Others Present:**

- Justin Nelson, Town Administrator
- Council representatives: Mary Klein
- Public: Carolyn, Alan (observing)

**1. Call to Order**

The meeting was called to order by Chair Tom Chapman.

**2. Roll Call**

Roll call was taken. Present: Steve Strait, David Clarke, Marston Smith, and others as listed. Ruth participated by phone due to a personal issue, with no objections raised pursuant to Virginia Code § 2.2-3708.3. Jeremy Taylor arrived during the meeting.

**3. Approval of Minutes**

The minutes of the previous meeting (January 6, 2026) were presented. No comments were offered.

Motion to approve the minutes: Passed unanimously (voice vote, including Ruth by phone).

#### **4. Report from Chair (Tom Chapman)**

The Chair discussed recent code amendments regarding transient businesses/transient accommodations (e.g., short-term rentals/hotels). The approved language included a provision limiting application to businesses/accommodations after the effective date of the code update (not yet enacted).

Research revealed that Virginia Code § 15.2-2307 ("Vested rights not impaired; nonconforming uses") provides broad grandfathering protections: Once a property owner obtains approval (e.g., CUP, zoning permit), subsequent zoning changes do not impair those rights, even if a structure burns down and is rebuilt. The Chair suggested this state law may render the limiting language unnecessary, deferring to the town attorney for final determination on retention in the updated code.

Discussion clarified:

- Existing hotels/accommodations have no rental duration limits.
- Future/new developments would be subject to the proposed limit (no more than 30 days in a 60-day period).
- Intent: Prevent long-term occupancy by construction workers in new facilities, while allowing it in existing ones (e.g., Hope and Glory, Refuel, Tides Inn).

The Chair noted upcoming collaboration with the town attorney (Charles referenced) to update code sections, followed by public hearings after legal review.

#### **5. Public Comment**

No public comments were received.

#### **6. Report from Town Administrator**

No report was provided.

#### **7. Old Business**

##### **Accessory Use / Apartment Additions in B-1 and B-2 Districts**

David Clarke reported progress on code language for allowing one apartment addition per business in B-1/B-2 districts. The approach shifted from regulating accessory uses to grandfathering existing setups and permitting one dwelling unit addition (e.g., above or behind the business building).

Key points discussed:

- B-1/B-2 already allow dwellings as a matter of right in some contexts (due to inclusion of R-1/R-2 provisions), but apartments/multi-family are generally prohibited or restricted.

- No minimum square footage proposed to avoid accessory use complexities (e.g., rental restrictions, size limits).
- Focus on grandfathering current arrangements; new additions tied to building size/setbacks.
- Clarification needed on distinctions between dwellings, apartments, and multi-family (e.g., duplexes allowed in R-1 but not R-2).
- Consensus: This is primarily a cleanup issue requiring precise legal language. Still in progress.

## 8. New Business

### CUP 2025 – Lakefoot (Short-Term Rental at 26 Galley Hook Drive)

Application for a conditional use permit (CUP) for a short-term rental (STR). Local representative: Mary Burgess (designated one-hour response agent; applicants from Richmond).

- Nine notification letters sent in December; two returned with no objection; no objections from others (interpreted as no objection).
- Property undergoing extensions/additions (not yet constructed).
- Discussion: Application form lacks explicit local rep designation, but ordinance requires name/phone on file, available to neighbors/public.

Motion to approve the CUP, with discussion on conditioning approval on local rep documentation (in file/packet via email confirmation). Amendment proposed but withdrawn, as compliance is ordinance-required and will be recorded.

Vote: Unanimous approval (all ayes, including Ruth, phone participant).

## 9. Roundtable Items

- **FOIA Training:** Annual requirement for Planning Commission members. In-person session scheduled for next Thursday (February 12, 2026) at 5:30 p.m., prior to Town Council meeting at 6:30 p.m. (no joint public hearing; optional attendance after). Alternatives: Online completion with certification to Charles, or review meeting minutes and certify. Most members need to complete it annually.
- **Speeding/Amazon Drivers on Side Roads:** Concern raised about increased speeding by Amazon delivery drivers (using personal vehicles) in neighborhoods, posing risks to pedestrians. Town Administrator offered to coordinate with deputy radar patrols for targeted enforcement; requested email/cell contact for specific locations (to avoid public disclosure). Noted Amazon drivers often exceed speeds compared to trained UPS/FedEx drivers.
- **Sewer Project Update:** No new developments. Prior consultant input indicated high costs (e.g., town center line estimated at millions, serving commercial areas but not full town). Aqua indicated town too small for interest. Bonding capacity exists, but higher interest rates, public opposition to debt, and expense make it uneconomic currently.

Awaiting potential developer contributions or other cost reductions. Committee continuation under review if no progress in next six months.

## **10. Next Meetings**

- Town Council: Thursday, February 12, 2026, at 6:30 p.m. (FOIA training at 5:30 p.m. optional for Commission).
- Next Planning Commission: Thursday, March 3, 2026 (noted in context; actual status per external info may vary).

## **11. Adjournment**

Motion to adjourn: Passed unanimously. Meeting adjourned.

These minutes summarize the discussion based on the provided transcript in a formal, structured format typical for municipal planning commission records.