

**TOWN OF IRVINGTON PLANNING COMMISSION
IRVINGTON TOWN CENTER
REGULAR MEETING MINUTES**

TOWN OF IRVINGTON PLANNING COMMISSION

REGULAR MEETING MINUTES

Date: Tuesday, April 7, 2026

Time: 6:30 p.m. EDT

Location: Irvington Town Office (Irvington Town Center Conference Room)

Members Present:

- Tom Chapman (Chair)
- Steve Strait
- Vivian Ralls
- David Clarke
- Jeremy Taylor
- Marston Smith
- Ruth Fuller

Members Absent: None

Quorum: Present

Staff Present:

- Town Administrator
- Charles Dyson (referenced via memo)

1. Call to Order

The regular meeting of the Town of Irvington Planning Commission was called to order at 6:30 p.m. by Chair Tom Chapman. A quorum was confirmed with all members present.

2. Approval of Minutes

The Commission reviewed the minutes from the previous meeting, which had been distributed by Vivian Ralls. There were no comments or corrections.

The minutes were approved by consensus.

3. Report from the Chair – Meeting Attendance Requirements

Chair Tom Chapman called to discuss the memo sent by Charles Dyson regarding attendance requirements under Virginia state code (§15.2-22). Key points included:

- Joint public hearings count as Planning Commission meetings.
- Commissioners may not be absent from more than three (3) meetings within any 12-month period (with or without excuse).
- Remote attendance may or may not count depending on circumstances.
- The Commission has a joint public hearing scheduled for Thursday, and all members confirmed their availability.

4. Public Hearing – Conditional Use Permit (C-226) for Short-Term Rental at 55 York Road

Applicant/Designated Local Agent: Heather Bristol

- Notification letters were sent to 11 adjacent or nearby property owners.
- One negative comment was received regarding potential traffic and unknown occupants.
- No letters of support were received; non-response is presumed to indicate support.
- The negative comment came from a property owner located a couple of houses away.
- Staff reported no objection to the approval.
- This approval would bring the total number of short-term rentals (STRs) to 33. An ongoing audit by Charles Dyson and staff is expected to result in the removal of at least 3–4 existing permits due to non-compliance or conversion to long-term rentals.

Public Comment: No members of the public offered comments on this application.

Motion:

A motion was made to recommend approval of the Conditional Use Permit for the short-term rental, at 55 York Road. (CUP-2026)

Vote (Roll Call):

- | | |
|----------------------------|---------------------|
| ● Jeremy Taylor: Aye | ● Steve Strait: Aye |
| ● Ruth Fuller: Aye | ● Vivian Ralls: Aye |
| ● Marston “Mar” Smith: Aye | ● Tom Chapman: Aye |
| ● David Clarke: Aye | |

Result: Unanimous recommendation for approval (7-0).

The Planning Commission recommends approval of CUP-2026 to the Town Council.

5. Public Comment on Any Other Issues: No public comments were received.

6. Report from the Town Administrator

The Town Administrator provided the following updates:

- Permitted house tear-down at Tax Map 3343 (20 Cross Trees Lane).
- Renovation of the exterior at 55 York Road (the property just approved for STR use).
- Removal of trees in the Resource Protection Area (RPA) at 22 Waller.

- Construction of a new carport at 413 [Lane name unclear from transcript].

Upcoming Applications:

- Redevelopment in the RPA at 49 and 96 Reynolds Landing Road (former crab house site). This project involves two separate lots, a reduction in impervious surface compared to existing conditions, and proposed side setbacks of approximately 10–12 feet (which will require a variance from the Board of Zoning Appeals).
- First reading of the associated Conditional Use Permit is scheduled for the joint public hearing on Thursday.
- Site visits are available upon request by contacting the Town Office.

7. Old Business – Multi-Family / Apartment Language in Village Zoning (154 Apartment Language)

David and Ruth led the discussion on proposed language to allow apartments above or behind businesses in the B-1 (Village Business) district.

Key points discussed:

- Preference for broad, flexible language at this stage.
- Need to clarify that the language applies to multi-use development in the Village (B-1 district) and not to waterfront properties, which have unique considerations regarding views, height restrictions, and potential conflicts between residential and commercial uses.
- Challenges identified with larger waterfront buildings that could support mixed-use (business on ground level with residential above).
- Questions raised regarding building size, height limits, and potential obstruction of views from upper-level residential spaces.
- Suggestion to add simple enabling language (e.g., as new item #21) allowing one apartment above or at the rear of B-1 buildings, while addressing waterfront exceptions separately in the future.

No formal action was taken. The Commission agreed to continue refining the language.

8. Adjournment

There being no further business, the meeting adjourned at approximately 6:43 p.m.

Prepared by: Vivian Ralls