



NOTICE

RESIDENTS OF THE TOWN OF IRVINGTON

**THE IRVINGTON PLANNING COMMISSION
WILL HOLD A SPECIAL CALLED MEETING ON
TUESDAY AUGUST 11, 2020 6:30 PM
IRVINGTON BAPTIST CHURCH**

- 1. Call to order** - Julie Harris, Chair
- 2. Roll Call and Determination of Quorum**- Julie Harris, Chair
- 3. Approve Minutes of the July 14, 2020 Special Called Meeting**
- 4. Report from Chair** – Julie Harris
- 5. Report from Zoning Administrator** – Lara Brown
- 6. Old Business**
- 7. New Business**
 1. First Reading of Resolution 2020-06.PC, Conditional Use Permit for mixed use, one office and two apartments, M-1, Tax Map 33-379C
 2. First Reading of Resolution 2020-05.PC, Conditional Use Permit for new dock, R-1, Tax Map 34 20
 3. Next Planning Commission Meeting Date, September 8, 2020 at 6:30, Irvington Baptist Church
- 8. Adjourn**

The Town of Irvington Planning Commission
Special Called Meeting July 14, 2020
Irvington Baptist Church

Draft Minutes of July 14, 2020

A. Call To Order

Chairwoman Julie Harris called the meeting to order at 6:30pm.

B. Roll Call Harris - Present
 Kimmeth - Present
 Capps - Present
 Robinson - Present

Total - Present - 4. Absent - 1. Vacancy - 1.

C. Approval of Agenda

Motion made to approve - Robinson

Second - Kimmeth

Vote: Harris - Yes

 Kimmeth - Yes

 Capps - Yes

 Robinson - Yes

Total: Yes - 4 No - 0 Motion Approved.

D. Approval of Minutes from June 9, 2020 Special Called Meeting.

Motion made to approve - Kimmeth

Second - Robinson

Vote: Harris - Yes

 Kimmeth - Yes

 Capps - Yes

 Robinson - Yes

Total: Yes - 4 No - 0 Motion Approved.

E. Report from The Zoning Administrator - Lara Brown.

Proposed Conditional Use Permit [CUP] Schedule was presented by The Zoning Administrator.

F. Old Business - Second Reading of Resolution 2020-4.PC.

The resolution was read by Town Clerk Sharon Phillips.

Motion made to Approve - Kimmeth

Second- Robinson

Vote: Harris - Yes

 Kimmeth - Yes

 Capps - Yes

 Robinson - Yes

Total: Yes - 4 No - 0 Motion Approved. The resolution is attached and incorporated within.

G. Roundtable

Commissioner Capps shared his thoughts on public notices in which the date of posting should be included as part of the notice when displayed in public or on the town website. Commissioner Robinson inquired about a date and time stamp so the public would know how long a notice had been posted. Some further discussion on the same topic.

H. Planning Commission Report for The Town Council

Conditional Use Permit schedule recieved from the Zoning Administrator July 14, 2020
Second Reading of Resolution 2020-4.PC. July 14, 2020

I. Public Comment.

Mary Cary Bradley of King Carter Drive commented about the fact that commission members need to speak up due to the wearing of face coverings, etc. It is hard for members of the public attending meetings to hear the meeting in progress. All commissioner members sitting on one side of the table facing the public would be helpful. Also the subject of meeting dates, meeting scheduling, in reference to special called meetings during state health restrictions were discussed also. Mayor Bugg who was in attendance said that he would confer with staff, etc. then get information back to the commission as to proper procedure moving forward.

J. Adjournment.

Motion to adjourn - Capps

Second - Robinson

Vote: Harris - Yes

 Kimmeth - Yes

 Capps - Yes

 Robinson - Yes

Total: Yes - 4 No - 0 Motion Approved.

Meeting Adjourned at approximately 6:55pm.

Respectfully submitted - Charles Steven Kimmeth, Secretary.



RESOLUTION 2020-04.PC

Amended and Restated By-laws of the Irvington Planning Commission

WHEREAS, the Irvington Planning Commission adopted Amended and Restated Bylaws on December 13, 2018; and

WHEREAS, the Commission desires to further amend its By-laws, specifically Article 5, to reduce the notice period for a special called meeting from ten (10) days to three (3) business days.

NOW THEREFORE, BE IT RESOLVED, that the Irvington Planning Commission hereby amends Article 5 to reduce the notice period required for a special called meeting from ten (10) to three (3) business days; and

BE IT FURTHER RESOLVED that "By-laws Irvington Planning Commission Amended and Restated June 9, 2020" are attached hereto and incorporated herein; and

BE IT FURTHER RESOLVED that this Resolution 2020-04.PC be provided to Town Council for its action.

Certification

I, Lee Hood Capps, Secretary of the Planning Commission, do hereby certify that the above is a true copy of Resolution 2020-04.PC adopted at a special meeting of the Planning Commission of Irvington, Virginia held on June 9, 2020, at which a quorum was present and voting. The vote was:

In favor

Opposed

Julie Harris
Lee Hood Capps
Steve Kimmeth
Phil Robinson

Aye
Aye
Aye
Aye


Steve Kimmeth, Secretary

This resolution was adopted by the Irvington Planning Commission during the July 14, 2020 special called meeting.

*Maura Kelly,
Town Clerk*



BY-LAWS
IRVINGTON PLANNING COMMISSION
Irvington, Virginia
Adopted December 6, 1994
Revised March 1, 2016
Amended and Restated December 13, 2018
Amended and Restated June 9, 2020

BY-LAWS
Irvington Planning Commission of Irvington, Virginia

Adopted December 6, 1994

Revised March 1, 2016

Amended and Restated December 13, 2018

ARTICLE 1 - AUTHORITY

The Irvington Planning Commission, established by Resolution of Irvington Town Council on October 9, 1969 and Amended and Restated by Resolution 2018-011, hereby amends and restates By-Laws for its operation and to comply with VA Code Ann. Section 15.2-2210 *et seq*, the Town Code and Irvington Town Council Resolution 2018-011 dated, December 13, 2018

ARTICLE 2 - OFFICERS AND THEIR SELECTION

The officers of the Irvington Planning Commission (the "Commission") shall consist of a Chairman, a Vice-chairman, and a Secretary, who shall be chosen pursuant to VA Code Ann. Section 15.2-2217.

Nomination of officers shall be made from the floor at the regular May meeting each year. Election of officers shall follow immediately.

A candidate receiving a majority vote of the entire membership of the Commission shall be declared elected. He/she shall take office immediately and serve for one (1) year or until his/her successor shall take office. Vacancies in office shall be filled immediately by the same procedures used at the May meeting.

ARTICLE 3 - DUTIES

The Commission shall perform the duties identified in VA Code Ann. Section 15.2-2221.

The Chairman shall:

Preside at all meetings.

Appoint committees, special and/or standing.

Rule on all procedural questions (subject to a reversal by a two-thirds (2/3) majority vote by the members present).

Be informed immediately of any official communication and report same at the next regular meeting.

Carry out other duties as assigned by the Commission.

The Vice-Chairman shall:

Act in the absence or inability of the Chairman to act

Have the power to function in the same capacity as the Chairman in cases of the Chairman's inability to act.

The Secretary shall:

Assume the administrative duties for the Commission.

Notify all members of special meetings.

Attend to the correspondence of the Commission, and keep a written record of all business transacted by the Commission.

Provide a copy of all records to the Town Clerk for the public record.

ARTICLE 4 - STANDING AND SPECIAL COMMITTEES

The following standing committees shall be appointed by the Chairman to serve as needed:

A Comprehensive Plan Committee. It shall coordinate the work of the other committees as it progresses and relate it to the overall program and keep the Comprehensive Plan developing in a realistic and reasonable manner.

Special committees may be appointed by the Chairman for the purpose and terms approved by the Commission.

The Chairman shall be an *ex officio* member of every committee.

The Council Liaison shall not chair a committee.

ARTICLE 5 - MEETINGS

Regular meeting of the Commission shall be held on the first Tuesday, at 6:30 pm of each month or at the advertised time. . When a meeting date falls on a legal holiday, the meeting shall be held on the following Tuesday unless otherwise designated by the Commission.

Special meetings shall be called at the request of the Chairman or at the request of a quorum of the membership with a notice of at least three (3) business days.

All regular meetings, hearings, records and accounts shall be open to the public.

A majority of the membership of the Commission shall constitute a quorum.

The number of votes necessary to transact business shall be a majority of the membership present and voting. Voting may be by roll call in which case a record shall be kept as a part of the minutes.

ARTICLE 6 - ORDER OF BUSINESS

The order of business for a regular meeting shall be:

- Call to order by Chairman
- Determination of a quorum
- Approval of minutes
- Report of Chairman/Secretary
- Report of Zoning Administrator
- Unfinished Business
- New Business
- Adjournment

Parliamentary procedure in Commission meetings shall be governed by the current Robert's Rules of Order.

The Commission shall keep a set of minutes of all meetings, and these minutes shall become a public record.

ARTICLE 7 - HEARINGS

In addition to those required by law, the Commission at its discretion may hold public hearings when it decides that a hearing will be in the public interest.

Notice of a special hearing shall be published as required by VA Code Ann. Section 15.2-2214.

The matter to be addressed by the Commission shall be summarized by the Chairman or by the Zoning Administrator if requested by the Chairman.

A record shall be kept of those speaking before the hearing.

ARTICLE 8 - AMENDMENTS

These By-Laws may be changed by a recorded majority vote of the entire Commission membership after ten (10) days prior notice, subject to prior approval by Town Council if required by state law or Irvington Town Council Resolution 2018 -011.



Town of Irvington
Zoning Administrator Report for the Planning Commission
Prepared For: August 11, 2020 6:30 P. Meeting
Staff Contact: Lara M. Brown, Zoning Administrator

Floodplain Training – Completed 3 of 5 modules.

Responded to business regarding Irvington noise ordinance.

Responded to citizen regarding Irvington burn law.

Continue to provide assistance to CUP5 and CUP6 specifically, post notices in Rappahannock Record; provide list of adjacent land owners within 300'; answer calls regarding notifications; assure timelines are met with CUP schedule.

Met with walk-in/resident regarding sign/fence ordinance assistance.

Communication with property owner requesting pool within RPA.

Communication with contractor regarding removal of deck and replacing with new pathway to the water.

Two site-visits with Lancaster County regarding ZA concerns of excessive land disturbance with-in RPA.

Received 2 phone calls regarding request to remove trees within RPA. Educated land-owner of CBPA performance standards.

Received resident complaint for tall grass at neighbor's property.

Received resident call regarding new pilings driven into Carter's Creek.



RESOLUTION 2020-05.PC

Recommendation Regarding Conditional Use Permit Application – Dock , R-1, Tax Map 34 20

WHEREAS, the Irvington Planning Commission was asked to review and make a recommendation to Town Council on Proposed Conditional Use Permit (“CUP”) Application TOI# CUP – 2020.5_Forrester to build a new private dock at residence in R-1 zoning district; Tax map # 34 20, ___ The Lane (“Application”); and

WHEREAS, a joint public hearing on the Application was advertised in the Rappahannock Record on July 30, 2020 and August 6, 2020; and

WHEREAS, the Planning Commission and Town Council held a joint public hearing on August 11, 2020 to hear public views on the Application; and

WHEREAS, the Planning Commission considered the Application at its meetings held on August 11, 2020 and September 8, 2020.

NOW THEREFORE, BE IT RESOLVED that the Irvington Planning Commission hereby recommends **[CHOOSE --approval or against approval]** of the Application to Town Council.

Reasons given, if any: _____.

I, Steve Kimmeth, Secretary of the Planning Commission, do hereby certify that the above is a true copy of Resolution 2020-05.PC adopted at a special meeting of the Planning Commission of Irvington, Virginia held on September 8, 2020, at which a quorum was present and voting. The vote was:

In favor

Opposed

IRVINGTON PLANNING COMMISSION

Steve Kimmeth, Secretary



RESOLUTION 2020-06.PC

Recommendation Regarding Conditional Use Permit Application – Mixed use, one office and two apartments, M-1, Tax Map 33-379 C

WHEREAS, the Irvington Planning Commission was asked to review and make a recommendation to Town Council on Proposed Conditional Use Permit (“CUP”) Application TOI# CUP – 2020.6_ Pollard for mixed use building of three units, namely one professional office and two apartments, M-1 zoning district; Tax map # 33-379 C, 37 Seafood Lane (“Application”); and

WHEREAS, a joint public hearing on the Application was advertised in the Rappahannock Record on July 30, 2020 and August 6, 2020; and

WHEREAS, the Planning Commission and Town Council held a joint public hearing on August 11, 2020 to hear public views on the Application; and

WHEREAS, the Planning Commission considered the Application at its meetings held on August 11 and September 8, 2020.

NOW THEREFORE, BE IT RESOLVED that the Irvington Planning Commission hereby recommends **[CHOOSE --approval or against approval]** of the Application to Town Council.

Reasons given if any: _____.

I, Steve Kimmeth, Secretary of the Planning Commission, do hereby certify that the above is a true copy of Resolution 2020-06.PC adopted at a special meeting of the Planning Commission of Irvington, Virginia held on September 8, 2020, at which a quorum was present and voting. The vote was:

In favor

Opposed

IRVINGTON PLANNING COMMISSION

Steve Kimmeth, Secretary