



**The Town of Irvington Planning Commission  
Special Called Meeting June 8, 2021, 6:30 PM  
Irvington Town Office  
4203 Irvington Road, Irvington, VA 22480**

- 1. Call to order** - Julie Harris, Chair
- 2. Roll Call and Determination of Quorum**- Julie Harris, Chair
- 3. Approve Minutes**
  1. May 11, 2021 Special Called Meeting
- 4. Report from Chair** - J. Harris
- 5. Report from Zoning Administrator** - L. Brown
- 6. Old Business**
  1. Update on research regarding Comprehensive Plan Review/Development of Survey
- 7. New Business**
- 8. Next meeting**, Tuesday, July 13, 2021 at 6:30 at Irvington Baptist Church.
- 9. Adjourn**

The Town of Irvington Planning Commission  
Special Called Meeting May 11, 2021, 6:30 PM  
Irvington Baptist Church  
53 King Carter Drive, Irvington, VA 22480  
Summary of Minutes from the May 11, 2021 Meeting

1. Call to Order - Julie Harris, Chair. The meeting was called to order at 6:30pm.
2. Roll Call and Determination of a Quorum - Julie Harris, Chair  
Roll Call:  
Harris - Present  
Chapman - Present  
Kimmeth - Present  
Capps - Present  
Robinson - Present  
Braly - Present  
Forrester - Absent  
Total - Present - 6 Absent - 1 Determination that there was a quorum present by  
Chairwoman Harris.
3. Approve Minutes
  1. April 13, 2021 Special Called Meeting  
Motion to approve - Chapman  
Second - Robinson  
Vote -  
Harris - Yes  
Chapman - Yes  
Kimmeth - Yes  
Capps - Yes  
Robinson - Yes  
Braly - Yes  
Forrester - Absent  
Total - Yes - 6 No - 0 Motion Approved.
4. Report from Chair - J. Harris  
Met with the Zoning Administrator [Lara Brown] on April 29 to discuss pending CUP  
applications and Kilmarnock's comprehensive plan.
5. Report from Zoning Administrator - L. Brown  
The Zoning Administrator's report is attached and incorporated within.
6. Old Business

1. Second Reading of Resolution 2021-08.PC recommending CUP 2021.CUP1\_Hope & Glory Inn to extend food and beverage service to front patio in B1 district. Resolution read by Lara Brown.

Discussion - Several Commissioners had questions ranging from parking issues to numbers of seating, size and height of a tent for the patio area, to restroom and health department regulations. Zoning Administrator - Lara Brown gave an overview on the application with a prepared staff report which is attached and incorporated within.

Commissioner Braly proposed a motion to include the three staff recommendations in the Zoning Administrators Staff Report on page 3 for this CUP.

Motion to include recommendations - Braly

Second - Chapman

Vote -

Harris - Yes

Chapman - Yes

Kimmeth - Yes

Capps - Yes

Robinson - Yes

Braly - Yes

Forrester - Absent

Total - Yes - 6 No - 0 Absent - 1. Motion Passed.

Vote on Passage of Resolution

Harris - Yes

Chapman - Yes

Kimmeth - Yes

Capps - No

Robinson - Yes

Braly - Yes

Forrester - Absent

Total - Yes - 5 No - 1 Absent - 1 Resolution Passed.

2. Second Reading of Resolution 2021-09.PC recommending Ordinance 2021-01 pertaining to CUP's for docks and swimming pools. Resolution read by Lara Brown.

Discussion.

Vote -

Harris - Yes

Chapman - Yes

Kimmeth - Yes

Capps - Yes

Robinson - Yes  
Braly - Yes  
Forrester - Absent  
Total - Yes - 6 No - 0 Absent - 1 Resolution Passed.

3. Second Reading of Resolution 2021-10.PC recommending Ordinance 2021-02 pertaining to docks / piers generally.

Discussion.

Vote -

Harris - Yes

Chapman - Yes

Kimmeth - Yes

Capps - Yes

Robinson - Yes

Braly - Yes

Forrester - Absent

Total - Yes - 6 No - 0 Absent - 1 Resolution Passed.

4. Update on research regarding Comprehensive Plan Review / Updates.

Commissioner Braly gave an update on this assignment that he and Commissioner Forrester have been collaborating on. This included companies contacted, scope of the project and an evaluation process to select a consulting firm. A lengthy discussion on this topic among commissioners continued with a possible upcoming workshop.

5. Discussion of EPA books and categories for survey.

Discussion of books distributed at a previous meeting by Chairwoman Harris.

Commissioner Chapman agreed to contact a town - Vienna, Maryland which is similar to Irvington, for input.

## 7. New Business

1. Election of Officers

Secretary - Commissioner Phil Robinson nominated by Commissioner Kimmeth.

Seconded by Commissioner Chapman.

Voice vote - Unanimous, Phil Robinson elected Secretary.

Vice Chairman - Commissioner Tom Chapman nominated by Commissioner Capps.

Seconded by Commissioner Braly.

Voice vote - Unanimous, Tom Chapman elected Vice - Chairman.

Chairman - Commissioner Julie Harris nominated by Commissioner Chapman.  
Seconded by Commissioner Capps.  
Voice vote - Unanimous, Julie Harris elected Chair - Irvington Planning  
Commission.

2. Bay Design will present the preliminary site plan to Town Council at its June 10  
meeting.

8. Next Meeting, Tuesday June 8, 2021 at 6:30 at Irvington Baptist Church.

9. Adjourn

Motion to adjourn - Chapman

Second - Capps

Vote -

Harris - Yes

Chapman - Yes

Kimmeth - Yes

Capps - Yes

Robinson - Yes

Braly - Yes

Forrester - Absent Total - Yes - 6 No - 0 Motion Passed.

Meeting adjourned at 7:35pm.

Respectfully submitted - Charles Steven Kimmeth, Secretary



**Town of Irvington Zoning Administrator Report**  
**Prepared for Planning Commission and Town Council**  
**Prepared For: June 8 and June 10, 2021 Meetings**  
**Staff Contact: Lara M. Brown, Zoning Administrator**

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## **Zoning Permits**

### **Conditional Use Permit Application**

2021.CUP02\_Quarles/Pollard – Applicant(s) seek to amend current CUP to allow a use for boat storage on existing gravel parkway and office space in existing building. Property is under contract for purchase by Albert C. Pollard, Jr.

### **Notice of Violation Update**

Fisher's Pit – an amended order from DMME (Department of Mines Minerals and Energy) was issued to landowner. More information is forthcoming but not available at the time of this report.

### **North Commons Update**

Bay Design Group will be at the June 10<sup>th</sup> meeting to share a Conceptual Plan for development of a Town Hall, parking area(s), septic field, and storage structure.

### **VDOT Work Request(s)**

**#1427621** - Update requested for completion date concerning culvert on Railway. VDOT reported back to the Town that the pipe is cleared.

**Tall grass near Aqua tower** - Several citizens have called the Town complaining about the tall grass along King Carter near the Aqua parcels. I spoke to VDOT since this area is in their ROW (Right Of Way), and they are scheduled to start cutting secondary roads the week of June 7<sup>th</sup>. Secondary roads ROW's are mowed twice per season.

**Traffic Study re: Speed in Irvington** – VDOT contacted Lara to update on the traffic study schedule. Late July or early August, VDOT will set up their equipment to track data on speed along King Carter and Steamboat Roads. This traffic study was requested during the No-Thru Trucks discussions. **What will this traffic study tell us?** If 85% or more vehicles are recorded moving greater than 35 mph, than Irvington would qualify for Traffic Calming Measures. What are Traffic Calming Measures? What are our options? David Beale with VDOT has shared their Traffic Calming Measures handbook which the link is attached here:

**<http://www.virginiadot.org/programs/resources/Traffic-Calming-Guide-For-Neighborhood-Streets.pdf>**