



**TOWN OF IRVINGTON, VIRGINIA  
TOWN COUNCIL REGULAR MONTHLY MEETING  
IRVINGTON BAPTIST CHURCH  
THURSDAY, December 12, 2024**

**AGENDA –**

- A. **CALL TO ORDER** – 5:15 p.m.
- B. **ROLL CALL**
  - B. Schaschek, present
  - P. Robinson, present
  - M. C. Bradley, present
  - D. Patteson, present
  - J. Penniman, present
  - J. Harris, present
  - W. Nunnally, absent
- C. **CLOSED SESSION** pursuant to State Code §2.2-3711(A)(1&3) for discussion related to acquisition of real property and discussion related to town personnel.
- D. **RETURN TO OPEN SESSION** – The Council certifies that to each members' knowledge that only public business matters lawfully exempted by Virginia Law were discussed in closed session and only such public business matters that were identified in the motion convening the closed session were heard and discussed by the board. Is there any member who believes there was a departure in closed session. If so, please state the departure.
  - I, Judy Penniman, so certify.
  - I, Phil Robinson, so certify.
  - I, Mary Cary Bradley, so certify.
  - I, Dudley Patteson, so certify.
  - I, Bonnie Schaschek, so certify.
  - I, Julie Harris, so certify.
  - Wayne Nunnally, absent.

**AGENDA –**

- A. **CALL TO ORDER** - 6:32 p.m.
- B. **ROLL CALL**
  - B. Schaschek, present
  - P. Robinson, present
  - M. C. Bradley, present
  - D. Patteson, present
  - J. Penniman, present
  - J. Harris, present
  - W. Nunnally, absent



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**C. APPROVE AGENDA**

**Motion made by P. Robinson to approve the agenda.**

**Seconded by B. Schaschek.**

**Motion carries 5-0-1. Nunnally absent.**

**D. APPROVE MINUTES**

- November 14, 2024 Town Council Regular Called Meeting

**Motion made by P. Robinson to approve the minutes.**

**Seconded by D. Patteson.**

**Motion carries 5-0-1. Nunnally absent.**

**E. FINANCIAL REPORT**

- **Treasurer's Report accepted.**

**F. PUBLIC COMMENT**

Comments from citizens on any topic

- **C. Hudson** (Steamboat Rd): Ms. Hudson referenced her Conditional Use Permit application to operate a Short-Term Rental on Steamboat Road and requested approval. She emphasized that she and her husband are dedicated to maintaining the property. As long-time residents of White Stone for 45 years, they have been actively involved in the region and hope the Council will approve their application.
  - **J. Penniman** (Town Council) asked Ms. Hudson if they lived full time in White Stone, as the application also listed a Richmond address. Ms. Hudson confirmed that they were full-time residents in White Stone.
  - **Mayor Harris** asked that they ensure they have provided the Zoning Administrator with their local contact information. Ms. Hudson confirmed that this had been supplied to Mr. Nelson.
  - **M.C. Bradley** asked that the application be revised to reflect that White Stone is their primary address.

**G. REPORT FROM THE MAYOR, *J. Harris***

- The Mayor thanked Dudley Patteson and Judy Penniman for their time serving on the Town Council.
- The Mayor introduced Steve Reiss to give a presentation on the Tri-Way Trail project.
- Mr. Reiss highlighted key aspects of the Tri-Way Trail project:
  - It will create a 9.5-mile linear parkway, connecting the three villages and fostering a sense of community. This will be the first off-road route providing safe travel to all three villages.



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- Mr. Reiss introduced the Tri-Way Trail project's board members in attendance, including Jimmy Carter, John O'Shaughnessy, and Ben Estes.
- The project is community-driven, with survey results showing strong local support. A grant from the VA Outdoors Foundation helped fund the creation of the Master Plan. The Tri-Way Trail is designed to offer a glimpse into the past, present, and future, connecting key sites like the Tides Inn, emerging businesses such as Compass, and amenities like the Rappahannock Bicycle Company.
- The trail has partnered with the Northern Neck Garden Club to develop a sculpture garden and a series of indigenous gardens along the route. They have also collaborated with the YMCA to install fitness stations and with the Mary Ball Washington Library to create interpretive signage, marking the historical significance of various locations.
- The trail will pass the new high school, providing students with a safe route to walk or bike to school from any of the three towns.
- The project has raised \$1.6 million through donations and grants. They have secured 95% of the right-of-way for the trail from Kilmarnock to Irvington, and 50% of the right-of-way to reach White Stone.
- The project will be implemented in a series of phases. The first phase will span 1.7 miles, from Harris Rd (near the DMV road) to Compass, and is expected to open in early spring of next year.
- The second phase will cover approximately 5.5 miles, extending north to Kilmarnock Town Center, and south from Compass to Irvington.
- The third phase will follow Old Salem Rd, extending to White Stone.
- Detailed design plans are now in progress.
- 95% of the easements have been secured for paths ranging from 10 to 14 feet wide, depending on local conditions.
- The Tri-Way Trail team is initiating conversations with the various villages. This presentation was intended to mark the beginning of outreach efforts in Irvington. The team has already met with Kilmarnock, where a liaison has been appointed. They hope Irvington can similarly assign a liaison or contact person. Ideally, this contact would attend all meetings, participate in discussions, and address any questions.
- Ms. Schaschek asked about the timing of meetings. Mr. Reiss responded that at a minimum, the Irvington liaison would commit to attending the quarterly board meetings. But, as the project phases unfold, there may be times when more frequent meetings would need to occur.
- Mr. Robinson asked about what the proposed route into Irvington might look like, as there have been changes to the area since the master plan was first created.
- Mr. Reiss explained that the trailhead in Irvington would ideally be located at the Town Commons. The intended goal is for a physical structure to be placed at each



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of the three villages to mark the trailheads. He described these structures as small visitor centers, where people could rest and access information. Each village would be invited to design its own trailhead.

- Regarding the route, Mr. Reiss explained that the trail will follow the road up to Harris, as the low-speed traffic allows for the road to be shared with the trail. The trail will pass behind the YMCA, go by the free health clinic and hospital, and cross Harris at the DMV road. It will continue past the Dream Fields and the new Lancaster High School, and through Hills Quarters by repurposing some old golf cart paths. Compass has generously donated space to connect to the Golden Eagle Golf Course. Golden Eagle has granted right-of-way for a seldom-used maintenance path to Rappahannock Westminster Canterbury (RWC), which has also allowed access to one of their unused maintenance roads to become part of the trail. From Salem Rd, there are two possible routes into Irvington:
  - From Salem Rd, the path might come through Camp and take the White Fences Drive, follow 200, and come into the Commons area from there. This would be the most straightforward option, but there are some concerns about cyclist safety on 200 and if adding a bike lane would take parking away from the businesses.
  - If not through White Fences, the trail could go behind Dredge and come into the Commons via Chesapeake Drive. But, the Tri-way Trails team has not yet had conversations with the property owner about the potential to use space behind the stores on 200.
- Ms. Penniman mentioned that she had previously been informed that the trail would not extend to the Commons. As a result, the town's master plan for the Commons revitalization did not account for the trail or a designated trailhead space. She expressed a desire for better communication from the Tri-Way Trail project moving forward.
- Mr. Robinson inquired about the funding for trailheads and other potential facilities, such as bathrooms. Mr. Reiss shared that the goal is to secure funding through grants or private donations for these items. Additionally, whenever possible, trailheads will be located near existing bathroom facilities.
- Mayor Harris continued the Mayor's Report by presenting a resolution to honor Ben Estes as the 2024 Volunteer of the Year. Estes was recognized for his dedicated contributions to the town, including building benches for the tennis courts, painting playground equipment, watering new grass on the Commons, and donating countless hours of service to the Commons Committee. Mr. Estes expressed his gratitude to the Council for the recognition and for all the progress the town had made in 2024.
- Mayor Harris concluded her remarks by announcing a workshop in February to discuss revamping the town committees. The exact date and time will be announced at a later time.



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**H. REPORT FROM TOWN ATTORNEY, *A. McRoberts***

- No report.

**I. REPORT FROM THE ZONING ADMINISTRATOR, *J. Nelson***

- Mr. Nelson reported on a few statistics from 2024. He noted that in 2024 the town had a total of 21 permits issued, as follows:
  - Additions/new constructions: 7
  - Pools: 2
  - Docks: 3
  - Tree removals in the RPA: 6
  - Business Signs: 3

**J. COMMITTEE REPORTS**

- Budget & Finance Report, *B. Schaschek & M.C. Bradley*
  - Ms. Schaschek reported that the committee met on December 2 and the minutes are available on the website. The committee finalized changes to the town financial policy, to be distributed in early January. The Budget and Finance Committee's standing meeting time and date each month may change and has not yet been finalized for 2025. She indicated that residents should look for future meetings to be posted at the Irvington Post Office and on the Town Office door.
- Charter, Codes & Ordinances Committee, *P. Robinson & B. Schaschek*
  - No report
- H. R. Committee, *W. Nunnally & B. Schaschek*
  - No report.
- Facilities Committee, *P. Robinson & M.C. Bradley*
  - Mr. Robinson reported that the Sewer Committee held its quarterly meeting. He and Mr. Chapman plan to meet with a major local business owner to assess support for several ideas. They have also contacted Lancaster County and confirmed that Irvington is included in the county's broader plan to expand wastewater and sewer utilities.
  - The new sidewalk (running from the Accents florist shop to White Fences Drive) has been completed and has been approved by VDOT. The town will get written approval from VDOT once the area is reseeded. Mr. Robinson thanked Mr. Nelson for his work as the project management lead.
  - Mr. Robinson noted that the town will be reimbursed for the new driveway at the Town Office by the property owner.
  - Mr. Robinson mentioned that the Council had been asked to review two estimates for painting work on the Town Commons, including repainting the gazebo, playground, and other structures. A motion to approve one of



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the estimates will be made later in the meeting.

- Community & Special Events Committee, *J. Penniman & D. Patteson*
  - Ms. Penniman reported that the Christmas decorations contest (for homes and businesses) would be judged on December 15.
  - A ribbon cutting is planned for 77 Social on December 13.
  - The Christmas Eve event, organized by Ms. Bradley and Ms. Schaschek, will take place at 6:00 p.m. at the Methodist Church. The program will feature a reading of the Christmas story, carols, a visit from Santa and Quirky the Christmas Elf, as well as treats for both pets and people.
  - Ms. Penniman reported that the December 5 Illuminate Irvington event (featuring the debut of the new town tree, carols, cookies and hot cider) was a success. The Irvington Virginia Business Association (IVBA) raised funds for the tree and helped with the event in true community spirit.
  - Ms. Penniman reported that the committee helped hold five ribbon cutting ceremonies for new businesses in Irvington in 2024, with follow-ups by the newspaper. Ms. Penniman thanked Ms. Eubank for the paper's coverage of the events.
  - Ms. Penniman also noted that the 2024 July 4th parade was a success and continues to grow in size and quality each year.
- Commons Committee, *J. Penniman & W. Nunnally*
  - Ms. Penniman reported that in 2024, the Commons continued to foster community connections and enhance the spirit of Irvington. The playgrounds, tennis courts, and pickleball courts all saw significant improvements and increased usage throughout the year.
  - The master plan took a year to develop, involving numerous meetings, the hiring of a landscape architect, and final approval from the Town Council. Ms. Penniman highlighted that the plan is now on display at the Town Office for public viewing. She emphasized that the Town Commons serves as the heart of the community and urged the Town Council to keep working to revitalize and expand its use.
  - Ms. Penniman shared that her final contribution to this effort was helping secure a \$50,000 grant for new canopy trees at the Commons, in partnership with the Friends of the Rappahannock. The Town Council will vote to accept the grant in February. She also encouraged the town to continue contracting with Drew Harrington.
- Waterfront Committee, *D. Patteson & J. Penniman*
  - No report.





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- Planning Commission Update, *T. Chapman – Chair*
  - Mr. Chapman reported that the Planning Commission unanimously recommended approval of the Conditional Use Permit application for 277 Steamboat Rd (2024 Hudson), contingent upon completing the parking area behind the property before it can be rented as a short-term rental (STR).
  - The Planning Commission also unanimously recommended approval of the Conditional Use Permit application for 91 York Rd (2024 Wozniak).
  - Regarding a potential update to Section 154 of the Town Code, Mr. Chapman noted that work is ongoing on a proposal to add new language for Accessory Structures and address other revisions, including allowing fowl in R-1 zoning.

**K. OLD BUSINESS**

- Comprehensive Plan
  - Motion made by M.C. Bradley to adopt the Comprehensive Plan as included in the December 12, 2024 Irvington Town Council Meeting Packet.**
  - Seconded by P. Robinson.**
  - Motion carries 5-0-1. Nunnally absent.**
- CUP 2024.HUDSON – 277 Steamboat Rd – 2nd Reading & Vote.
  - Mr. Nelson reported that the application pertains to a duplex intended for use as a short-term rental (STR). The applicant has cleared a hillside to create off-street parking and is working with VDOT to install a culvert, making the rear parking area usable.
  - Mr. Robinson added that in his research, he located a copy of the 1946 deed, which indicates an easement for an adjacent strip of land, which includes shared parking rights. The owner is exploring how this land can be used to accommodate two 14' x 80' parking spaces.

**Motion made by P. Robinson to approve CUP 2024.HUDSON on the condition that the STR has adequate off-street parking, including in the rear and on the adjacent strip. If rear parking cannot be achieved, the applicant must return to the Council. No new application or fee will be required.**

**Seconded by M.C. Bradley.**

Roll Call Vote:

W. Nunnally – Absent

B. Schaschek – Aye

D. Patteson – Aye

P. Robinson – Aye

J. Penniman – No



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M. C. Bradley – Aye  
**Motion carries 4-1-1.**

- CUP 2024.WOZNIAK – 91 York Rd – 2nd Reading & Vote.
  - Mr. Nelson reported that this application is for a redevelopment project within the Resource Protection Areas (RPA). The plan includes removing 2,700 square feet of impervious surface and rebuilding only 2,000 square feet. This reduction in impervious surface is allowable under the regulations.

**Motion made by M.C. Bradley to approve CUP 2024.WOZNIAK.  
Seconded by J. Penniman.**

Roll Call Vote:

W. Nunnally – Absent  
B. Schaschek – Aye  
D. Patteson – Aye  
P. Robinson – Aye  
J. Penniman – Aye  
M. C. Bradley – Aye

**Motion carries 5-0-1.**

- Resolution of Initiation regarding a proposed Sign Ordinance Amendment (related to the use of Feather Signs).  
**Motion made by M.C. Bradley to adopt the resolution as provided in the packet.**

**Seconded by J. Penniman.**

Roll Call Vote:

W. Nunnally – Absent  
B. Schaschek – No  
D. Patteson – Aye  
P. Robinson – Aye  
J. Penniman – Aye  
M. C. Bradley – Aye

**Motion carries 4-1-1.**

- Estimates for painting the gazebo and playground on the Town Commons.
  - Mr. Robinson discussed the budget allocation for this potential work, and Ms. Schaschek noted that the funds would need to come from the Commons Capital line.
  - Mr. Robinson mentioned that he could not find a contractor's license for JT's Custom Painting. He recommended accepting the lower bid from Creative Touch and also suggested adding \$750 to the budget for painting curbs around town.





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- Mr. Robinson inquired whether the town was interested in painting the gazebo roof. The roof currently has a powder-coated surface, and if it were painted, future maintenance would be required. Town Council expressed support for including the roof in the gazebo's paint work.

**Motion made by P. Robinson to authorize the Zoning Administrator to request that Creative Touch update their bid with new numbers, to include also painting curbs in the town and painting all metal on the playground.**

**Seconded by J. Penniman.**

**Motion carries 5-0-1.**

**L. NEW BUSINESS**

- Motions or recommendations by Town Council Committees

**Motion made by M.C. Bradley to accept Kelly Kemp as the Town's Lead Attorney, due to schedule conflicts for Andrew McRoberts. Council requests that she prepare an Irvington-specific training for the Town Council and Planning Commission related to Irvington's Charter, ordinances, and processes. The agenda for the training will be developed by Ms. Kemp, the Mayor, and the Town Clerk.**

**Seconded by B. Schaschek.**

**Motion carries 5-0-1. Nunnally absent.**

- Parking for Taste by the Bay.

**Motion made by P. Robinson to request that the Zoning Administrator reach out to the Chamber to come up with a parking plan that will meet the needs of everyone.**

**Seconded by B. Schaschek.**

**Motion carries 5-0-1. Nunnally absent.**

**M. ANNOUNCEMENTS**

- The Town Office will be closed for the holidays starting Tuesday, December 24, 2024 and will re-open on Thursday, January 2, 2025.
- Please send all agenda items for the January Town Council meeting by Tuesday, December 17, 2024.
- Next Town Council Meeting, January 9, 2025: 6:30 p.m. at Irvington Baptist Church.



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**N. ADJOURN – 7:39 p.m.**

**Motion made by B. Schaschek to adjourn.**

**Seconded by D. Patteson.**

**Motion carries 5-0-1. Nunnally absent.**

DRAFT