



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING
IRVINGTON BAPTIST CHURCH
THURSDAY, NOVEMBER 9; 6:30 p.m.**

AGENDA –

A. CALL TO ORDER

B. ROLL CALL

J. Penniman, present.
C. Bradley, present.
P. Robinson, present.
B. Schaschek, present.
D. Patteson, present.
J. Harris, present.
W. Nunnally, absent.

C. APPROVE AGENDA

**Motion made by B. Schaschek to approve agenda.
Seconded by J. Penniman.
Motion carries unanimously.**

D. APPROVE MINUTES

- October 12, 2023, Town Council Regular Called Meeting

**Motion made by P. Robinson to approve October 12, 2023, minutes.
Seconded by D. Patteson.
C. Bradley abstained from vote.
Motion carries 4-0.**

E. FINANCIAL REPORT

- Treasurer's Report, accepted.

F. PUBLIC COMMENT –

- Comments from citizens on any topic, (limited to 3 minutes).

J. Nelson: Stettinius application, noted that the two-story pool house has been removed from the application.

S. Van Saun: At the September meeting, D. Patteson asked the IVBA to create a sign committee. Last week a meeting was convened. A report will be provided, but some of the points were that Irvington doesn't want too much signage. Too much signage greatly affects the effectiveness overall. Traffic calming and signs go together and should be discussed with PC. Would like to see signage only for primary business districts in the



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town only. The IVBA sign committee would like signage simplified. We would like a simple design and feel that would reflect the character of Irvington. We think some VDOT signs in town may not be necessary.

L. Schneider: Commons committee – Pointed out the landscape architect chosen, Drew Harrigan, is a James River hero, well aware of shoreline issues.

G. Kuper: Agenda time is expanded, but public comment is shrunk. STR was brought up and first, we need to protect official lodgings, like Tides Inn. Secondly, grass and weed regulations may be impacted by STR non-residents. Third, the deputy motion was arbitrarily passed, cutting hours for deputies. Hours should be determined by need as brought up by citizens feedback or complaints.

J. Trollip: Renovations have been started on the Chesapeake dining room (4-5 months' worth of work); have moved into the smaller dining room so, suggest visitors make a reservation, not go in as a walk-in. Traffic coming to Tides Inn is increased due to renovations and encourages that deputies be aware and control as necessary. Rooms have been reduced by 25 rooms for renovation. Spa is still there.

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

Welcome C. Bradley to Council and welcome back to B. Schaschek. There are some changes to committees due to the addition of the two new Council members, reflected on the agenda.

On October 25th, mayors of White Stone, Kilmarnock and Irvington participated in a forum at Rappahannock Westminster Canterbury to share projects and events in their respective towns and the forum was well attended by all residents.

No longer will long motions be received at the table without time for review. A seven-point motion was presented at the table during the October meeting without opportunity for prior review. Under these circumstances, Town Council did not have time to consider the entire motion and make a thoughtful vote. A councilperson participating electronically could not even see the motion. So, this motion will be something we need to consider at a later time.

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

Question came up about the procedure for appointing a council member in the event of a vacancy. There is no statutory authorized or required procedure. Simply stated, council may appoint, and there is a timeline, but Council may use any procedure they wish, or no procedure, both completely legal. Grass and weed ordinance had additional language suggested by the Tides Inn horticulturalist. Electronic participation in meetings ordinance is in place and does not need to be readopted yearly. Transient state occupancy tax form was amended to the state form with several tweaks. Several reviews that were



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made as asked by Town Council to the sign ordinance, the charter version 2B, and the enforcement by the Zoning Administrator in day-to-day business was brought up, noting that the Planning Commission has no enforcement role. Commercial signage cannot be regulated under the first amendment. The sign ordinance needs a lot of work to comply. Needs to be rewritten to be content neutral. Recommends sending back to PC.

Motion made by P. Robinson to refer the sign ordinance to the PC.

Seconded by D. Patteson.

Motion carries unanimously.

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

Received a new permit (2023-26) to rebuild a dock. The Board of Zoning Appeals reviewed an addition at 25 Hundley Lane and reversed the Zoning Administrator's denial. Receipts from Mr. Fisher continue to be received. Zoning administrator monitors progress at Tides Inn on a daily basis. Water issues at the well on King Carter causing multiple pump failures and slow flow were reported with Aqua Virginia were fixed.

J. COMMITTEE REPORTS

- Budget & Finance Report, *B. Schaschek & C. Bradley*
Klaus Schaschek has resigned from this committee. A number of items will be sent back to Council and the budget should be amended. Standing budget finance committee meeting will be held every month starting December 4, 2023, and the first Monday of the month starting in January 2024. Capital budget items list is being reviewed.
- Charter, Codes & Ordinances Committee, *P. Robinson & B. Schaschek*
No report except version 2B of the Charter. Put it on agenda for next month. C. Bradley brought up that ordinances should be consistent throughout and be cleaned up.
- H. R. Committee, *W. Nunnally & B. Schaschek*
No meeting was held due to scheduling. The preliminary job description of Town administrator is being considered.
- Facilities Committee, *P. Robinson & C. Bradley*
Continued consideration on town office. Sidewalk to Vineyard Grove is at VDOT for review. At the end of the year all sidewalks will be evaluated. Any issues should be reported by citizens to the Zoning Administrator.



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- Community & Special Events Committee, *J. Penniman & D. Patteson*
Illuminate Irvington 12/07/2023 at 5:30 was detailed along with all activities. Residential and business decorations will be judged 12/03/2023. Taste by the Bay is coming up November 18 and parking was requested at the North Commons by Joanna Marchetti.

Motion made by J. Penniman to approve the North Commons for use of parking for Taste by the Bay but must have a plan for traffic.

Seconded by C. Bradley.

Motion carries unanimously.

- Commons Committee, *J. Penniman & W. Nunnally*
Tennis court project had a change of contract due to problems with the subbase. Four Winds, Drew Harrigan, was chosen as landscape architect. Walking strip and a public restroom are being considered.

Motion made by J. Penniman to accept the Four Winds (Drew Harrigan) contract.

Seconded by D. Patteson.

Motion carries unanimously.

- Waterfront Committee, *D. Patteson & J. Penniman*
Meeting was held. Concern was brought up by C. Bradley that real estate was being discussed and should not be. Vision statement has been presented to Council.
- Planning Commission Update, *T. Chapman – Chair*
STR Ordinance recommended to approve as written. Updates on comprehensive plan has been made.

K. OLD BUSINESS

- 2023-04 STR Ordinance Amendment– second reading.

Motion made by P. Robinson to approve the ordinance amendment.

Seconded by J. Penniman.

Discussion about amendment.

Roll Call Vote

P. Robinson, yes.

D. Patteson, yes.



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**B. Schaschek, yes.
C. Bradley, yes.
J. Penniman, yes.**

Motion carries 5-0.

- 2023-05 Grass Cutting Ordinance – second reading.
Motion made by J. Penniman to accept the ordinance.
P. Robinson made a motion to amend Section H to include the words continuously and actively maintain.
Seconded by D. Patteson.

Roll Call Vote

**P. Robinson, yes.
D. Patteson, yes.
B. Schaschek, yes.
C. Bradley, yes.
J. Penniman, yes.**

Motion carries 5-0.

- Revisit Deputy motion.
Ongoing revision. Salary to date \$12,272.46. Insurance - \$394.00 monthly (\$1,000,000 coverage), automobile coverage \$231.00 monthly. Repairs from July to October YTD \$381.66, gas \$545.93. Deputies have been notified for 40 hours per month. Hours can be revisited as needed. Residents are concerned that with reducing hours with the deputies the truck traffic on King Carter Drive is increasing and speeding on Route 200 is returning. The empty car is being placed and there is concern that it doesn't help when an empty car is sitting there, it cannot enforce speeding when it occurs.
- CUP_Stettinius – vote.
Pool house was removed.

Motion made by J. Penniman to approve the Stettinius CUP.
Seconded by D. Patteson.
Motion carries unanimously.

L. NEW BUSINESS

- Centric Business new contract for copier, *L. Taylor*.



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Contract is up December 10, 2023, and a proposal by Centric Business has been provided with several options.

**Motion made by P. Robinson to lease the Sharp copier.
Seconded by B. Schaschek.
Motion carries unanimously.**

- Town Office-Steamboat Era Museum discussion – *P. Robinson*
Decided to start down path to approach/reach an agreement with the Museum to put a town office in the Museum. Construction will need to be done. Discussions are ongoing. Rough draft has been presented to the Museum and changes were recommended and has been presented thus far. Museum is not open year round. There are limited hours (20 hours per week) in season. Ballpark figure \$325,000 to \$350,000 project. There are options that could be cheaper, but this would help the Museum and the Town.
- Appropriate and ratify change order in tennis court expenses.
**Motion made by J. Penniman to ratify tennis court expense due to inadequate subbase to \$28,890.00 for a total of \$173,400.00.
Seconded by P. Robinson.
Motion carries unanimously.**

M. ANNOUNCEMENTS

- Illuminate Irvington, December 7, 2024 – 6 p.m. at the Town Christmas Tree
- Next Town Council Meeting, December 14, 2023: 6:30 p.m. at Irvington Baptist Church
- Office closed for Christmas, Monday, December 25, 2023, through Monday, January 1, 2024 - reopening Tuesday, January 2, 2024.

N. ADJOURN

**Motion made by J. Penniman to adjourn.
Seconded by B. Schaschek.
Motion carries unanimously.**