



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING MINUTES
IRVINGTON BAPTIST CHURCH
THURSDAY, March 13, 2025; 6:30 p.m.**

AGENDA –

A. CALL TO ORDER – 6:30 p.m.

ROLL CALL

Mayor Harris first asked Council to approve Mr. Nunnally attending the meeting remotely (by phone) for health reasons. There were no objections.

F. Johnson, present
M.C. Bradley, present
P. Robinson, present
F. Westbrook, present
W. Nunnally, attending by phone
J. Harris, present

B. APPROVE AGENDA

Motion made by P. Robinson to approve the agenda.

Seconded by F. Johnson.

Motion carried unanimously.

C. APPROVE MINUTES

- February 6, 2025 Town Council Regular Called Meeting
Motion made by F. Westbrook to approve the minutes.
Seconded by M.C. Bradley.
Motion carried unanimously.

D. FINANCIAL REPORT

- Treasurer's Report was accepted without objections.

E. PUBLIC COMMENT

- Comments from citizens on any topic.
 - **G. Kuper** (Hayden Hall): Mr. Kuper expressed his gratitude to Bonnie Schaschek for her service to the Town of Irvington during her time on Town Council. He believed she served the citizens of Irvington well and will be deeply missed.
 - **B. Campbell** (Vineyard Grove): Ms. Campbell shared that she recently relocated to Irvington and resides in Vineyard Grove. Her husband is a native of Irvington, and one of her children currently attends Chesapeake Academy. She expressed her support for Allen Whittaker's candidacy for the Planning Commission. Ms. Campbell then voiced concerns about the town's Short-Term Rental (STR) Density Ordinance and its impact on her



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neighborhood. According to the Vineyard Grove Homeowners' Association regulations, all residences in Vineyard Grove were originally able to be rented out as long-term rentals or STRs. Ms. Campbell had originally intended to use her home as an investment for her children, but the Town's STR density ordinance was passed two months before her purchase, preventing her from making it into an STR business, due to other pre-existing STRs in close proximity to her property. Ms. Campbell feels that the town's STR density regulations are negatively impacting property values in her neighborhood and are out of character with how the neighborhood was originally designed to function.

- **H. Sheehan and S. Kimmeth** (Village Improvement Association): Representing Irvington's VIA, Ms. Sheehan and Mr. Kimmeth presented two items:
 - **Porta-Potties on Town Commons:** VIA emailed a proposal to the Town Council regarding upgrades to the porta-potty facilities on the Commons. The proposal had several parts:
 - **Interim Plan:** The VIA proposed investing their own funds to bring in upgraded event units, which would include flushable toilets, clean water tanks, and handwashing stations. The Town would be asked to take over the maintenance of the standing porta-potties year-round, ensuring regular cleaning, ideally every Friday, throughout the year.
 - **Event Units:** The VIA is willing to spend several thousand dollars annually to cover the cost of the event units, including events like the July 4th parade. The Farmers Market and similar events are a long day for both the VIA and vendors. The goal is to improve facilities by bringing in event units the day before and removing them the day after.
 - **Long-Term Plan:** The VIA also hopes to continue working with the Town on a permanent solution, including the development of real bathrooms in the future.
 - **Planting Plan for the Commons:** The VIA shared feedback on the planting plan for the Commons, which was developed by landscaper D. Harrigan, with initial planting about to commence with grant funding from the Friends of the Rappahannock (FOR). Reviewing the plan, the VIA requested that it be edited somewhat to ensure that the 2025 plantings did not interfere with the layout of the Farmers Market and the spaces that are necessary for all the current vendors.



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

- Mayor Harris called upon the Friends of the Rappahannock (FOR), and Mr. Harrigan (the landscape designer) to present the proposed planting plan for the Town Commons.
- Before the presentation began, Mr. Nunnally asked if the representatives from FOR could work through the plan with the VIA to ensure that no space would be lost for the Farmers Market. Mr. Hunsinger of FOR and Mr. Harrigan agreed that they could be flexible on the planting plan.
- Mr. Harrigan then reminded the group of the master plan concept, which had been approved. He noted that it is now moving toward implementation, taking advantage of the grant from FOR. He expressed excitement at receiving helpful feedback from VIA and agreed that it would be used to shape the final plan to ensure the project did not adversely impact the Farmers Market.
- Mr. Harrigan explained that the tree species selected for the plan were chosen for their longevity, pest resistance, and availability, so they can be planted in spring of 2025. The goal was to create shade and address stormwater remediation by identifying key areas to absorb water, while also incorporating ornamental trees for color. Also, the goal was to create a landscape with the least possible amount of maintenance required. Main requirement would be for the trees to receive regular watering through the first summer, which FOR intends to cover with grant funding.
- On the North Commons, redbuds are planned for the corner, with sweet bay magnolias along Chesapeake Drive, chosen for their ability to stay under power lines.
- Mr. Johnson raised concerns about the tight corner on Chesapeake Dr and the potential for the proposed redbuds to block driver visibility. Mr. Harrigan noted that the species and their placement could be adjusted for that corner.
- The bulk of the plantings will be around the playground, designed to provide shade and frame the space in the corner, an area with significant water flow. Some of the edits Harrigan planned based on feedback from the VIA included relocating the Nellie Stevens in front of the shed door, and adjustments to the number and placement of Serviceberry trees intended for near the Steamboat Era Museum.
- The Town Administrator, Mr. Nelson, offered to set up a meeting with the VIA and FOR representatives to go over changes needed to make the plan adaptive to the needs of the Farmers Market.



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G. REPORT FROM TOWN ATTORNEY, *K. Kemp*

- Ms. Kemp reviewed the process to appoint an interim Town Council Member and the steps that will be taken to petition Lancaster County for a special election in November.

**Motion made by F. Westbrook to authorize the Town Attorney to submit the Writ of Special Election to Lancaster County. Seconded by P. Robinson.
Motion carried unanimously.**

H. REPORT FROM THE TOWN ADMINISTRATOR, *J. Nelson*

- Mr. Nelson did not have a report but noted that the town staff had created a new Conditional Use Permit application for STRs, which included information more specific to STRs.

I. REPORT FROM PLANNING COMMISSION, *T. Chapman*

- Mr. Chapman noted that for the Crone.2024 Conditional Use Permit for a Short Term Rental at 31 Spring Street; the Planning Commission unanimously recommended approval by Town Council.
- For the Conditional Use Permit policy recommendation, S. Strait was reviewing and revising based on discussion at the prior Town Council meeting, and based on feedback received from F. Westbrook.
- Planning Commission has asked that Town Council move on its requested action that Council form a Traffic Calming/Safety committee and State of the Art Broadband & Cell Service committee.
- Planning Commission agreed to discuss its Capital Budget priorities at their April meeting.
- The Town Administrator asked if Planning Commission supported eliminating the density provision of the Town's STR Ordinance for Vineyard Grove. Planning Commission was opposed.

J. OLD BUSINESS

- Conditional Use Permit application #Crone.2025 (31 Spring St) - 2nd Reading & Vote

Motion made by M.C. Bradley to approve the CUP #Crone.2025 with the standard conditions of an STR, including termination of the CUP when the property is transferred to a new owner. Seconded by P. Robinson.

Roll call vote:

03.13.25_Draft Minutes_TC_RCM



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**P. Robinson, yes
F. Westbrook, yes
W. Nunnally, yes
M.C. Bradley, yes
F. Johnson, yes
Motion carried 5-0.**

- New committee structure
 - Mayor Harris noted that the workshop in March had included discussion of a potentially new committee structure. She asked for Council to make a motion, hold discussion, and then vote on two things: 1) the proposed structure as outlined in the Meeting Packet handout and 2) holding an extra meeting each month.

Motion made by P. Robinson to disband the current committees and subcommittees (structure), except for Human Resources and Budget & Finance, and replace it with a structure where the Council Members are responsible for certain assigned topics. Seconded by M.C. Bradley.

- In discussion, Mr. Nunnally expressed his initial opposition to changing the committee structure.
- Ms. Westbrook wondered if this would require a second monthly meeting of Council.
- Mr. Robinson suggested that an extra meeting should only happen in months when it is deemed necessary and not be a standing monthly meeting. However, the town could identify a standing time (like the Fourth Thursday) when it would be called, if needed.
- Mr. Johnson and Ms. Westbrook agreed with Mr. Robinson on his suggestion.

**Roll call vote:
P. Robinson, yes
F. Westbrook, yes
W. Nunnally, yes
F. Johnson, yes
M.C. Bradley, yes
Motion carried 5-0.**

Motion made by M.C. Bradley to hold a time for a second regular meeting, as needed, to address topics for the town. The fourth Thursday of each month would be held for this purpose. Seconded by F. Johnson.



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Roll call vote:

M.C. Bradley, yes

F. Johnson, yes

F. Westbrook, yes

P. Robinson, yes

W. Nunnally, no

Motion carried 4-1.

- Mayor Harris then clarified that the list of topics that Council members could select for their assignments would be sent on March 21 (after the interim Council Member was selected to replace the vacant seat). This would ensure that the new person would have an opportunity to participate in selecting the assignments.
- Porta Potties on the Town Commons
Motion made by P. Robinson to ask the Town Staff to implement the porta-potty plan as presented by the VIA. Seconded by M.C. Bradley.
Motion carried unanimously.
- Protecting the septic systems on the Town Commons
 - Mr. Robinson explained that the Chesapeake Bank's septic system is located on a portion of the Town Commons, which the bank leases from the town for this purpose. The system, which was repaired in 2024, prompted the bank to request that the town implement measures to prevent future damage from vehicles driving over the commons. In response, the Town Council voted in the fall of 2024 to take protective measures for both the bank's septic system and the Steamboat Era Museum's system, which is also situated on the commons. He recommended using bollards to block traffic to those areas of the Commons and referred Council to the handout in the packet.

Motion made by P. Robinson to ask the Town Staff to contact fencing companies to get bids for the solution or alternatives that achieve the goal of protecting the septic systems. Seconded by M.C. Bradley.

- Mr. Johnson inquired whether plantings could be used instead, as they might look more attractive than bollards. Mr. Robinson explained that planting directly in the ground wasn't an option due to the location of the septic systems. Additionally, planters would be unsustainable without regular maintenance. As a result, the bollards appeared to be the better solution.



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Motion carried unanimously.

- Quarterly Deputy Report
 - The Mayor provided an update on activities conducted by the Deputies during the first quarter of 2025, which included the issuance of 77 summons and warnings, as well as two DUIs in the town.
- Review of revised Financial Policy
 - Ms. Bradley, speaking for the Budget & Finance committee, reiterated that the goal would be for a vote on adopting the Financial Policy in the April meeting.
 - The committee developed the policy based on previous versions (both adopted and drafted) and sought input from the Town Treasurer and Town Attorney.
 - Ms. Bradley asked Council to review and send any line edits in advance of the April Town Council meeting.
- Proposed timeline for the development of the FY2025-26 Budget
 - Ms. Bradley explained that the proposed timeline would ensure that the town would be able to adopt the budgets by June 30, as required.
 - She asked that Council please send an email with any items individuals would like to see considered or modified by end of the month.
 - Mr. Nunnally asked that Council consider eliminating the real estate tax.

K. NEW BUSINESS

- H. Kelly (Chesapeake Bank): Mr. Kelly requested that Chesapeake Bank be granted approval to celebrate its 125th Anniversary on May 8, 2025 on the Town Commons (with setup on May 7th and removal of the tents on May 9th).

**Motion made by P. Robinson to accept Chesapeake Bank's request to use the Town Commons on May 8, 2025 on the Town Commons (with setup on May 7th and removal of the tents on May 9th), contingent upon the bank supplying a copy of alcohol license and insurance coverage to the Town Office. Seconded by F. Johnson.
Motion carried unanimously.**

- Motion to approve the planting plan recommended by Drew Harrigan and Friends of the Rappahannock.

Motion made by P. Robinson to accept the modified planting plan as coordinated with the VIA. Seconded by M.C. Bradley.



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Motion carried unanimously.

- Capital project discussions for 2025-26 annual budget – request that Planning Commission generate recommendations for capital priorities.

Motion made by M.C. Bradley for the Town Council to direct the Planning Commission to generate recommendations for their Capital priorities at their next Planning Commission meeting to be considered in the development of the Capital Budget for FY 2025-26. Seconded by F. Westbrook.

Motion carried unanimously.

- Review of applicant(s) for the Interim Town Council Member open seat.
 - Mayor Harris reviewed the names of the two candidates who applied for consideration of the interim Town Council seat. They were Samantha Van Saun and Finley White. She reiterated that a Special Called Meeting would be held on March 20, 2025 at 6:30 p.m. at the Town Office. Council would discuss the candidates in closed session and then make the appointment in open session.
- July 4 Parade/Event Planning
 - Mr. Robinson explained that the parade had become one of the town's most important events and emphasized the need for careful planning. He noted that the current duties and assignments delegated to staff meant they lacked the time to handle parade coordination and recommended hiring a seasonal part-time event planner to manage the event.
 - Ms. Bradley noted that in the current fiscal year, the town was under budget on staff expenses, so that there was funding available for this position.

Motion made by W. Nunnally for the Town to hire a seasonal event coordinator to plan the Fourth of July parade. Seconded by F.

Johnson.

Motion carried unanimously.

- Budget for the Town Office move
 - Mr. Robinson explained that the Town Office was relocating and that new furniture, with better functionality, would be required to fit the new space. Additionally, planning was needed for new signage and moving expenses.



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Motion made by M.C. Bradley to request that the Town Administrator and Town Clerk start the process of identifying options for the Town Office move and associated expenses. Seconded P. Robinson.

Motion carried 4-0-1. W. Nunnally abstained.

- Lancaster by the Bay Membership Renewal

**Motion made by F. Westbrook to renew the Lancaster by the Bay membership at the Morattico Heron level. Seconded by P. Robinson.
Motion carried unanimously.**

- **Motion made by M.C. Bradley to appoint P. Robinson to the Budget & Finance Committee. Seconded by F. Johnson.
Motion carried unanimously.**

L. ANNOUNCEMENTS

- A Special Called Meeting of Council will be held on March 20, 6:30 p.m. at the Irvington Town Office to discuss candidates for the Interim Town Council seat and the vacancy on Planning Commission. Discussion of candidates will be held in closed session pursuant to State Code §2.2-3711(A)(1). Appointments will be voted on in open session.
- Next Town Council Regular Called Meeting will be April 10, 2025, 5:30 p.m. (workshop on the budget); 6:30 p.m. (Regular Called Meeting) at Irvington Baptist Church.

M. ADJOURN – 8:17 p.m.

**Motion made by W. Nunnally to adjourn. Seconded by F. Westbrook.
Motion carried unanimously.**