



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING MINUTES
IRVINGTON BAPTIST CHURCH
THURSDAY, October 9, 2025; 6:30 p.m.**

AGENDA –

A. CALL TO ORDER – 6:30 p.m.

B. ROLL CALL

The Mayor opened the meeting by noting that Mr. Nunnally was hospitalized in Lancaster County and had requested to participate by phone. There were no objections to his participation by phone.

F. Westbrook, present
M.W. Cline, present
S. Van Saun, present
M.C. Bradley, present
P. Robinson, present
W. Nunnally, *attending by phone*
J. Harris, present

C. APPROVE AGENDA

A motion was made by F. Westbrook to approve the agenda with two adjustments as requested by P. Robinson. Those were:

(1) to add under New Business a Resolution authorizing the Chair of the Budget and Finance Committee to sign checks on behalf of the Town; and
(2) to table the Cotter CUP application (second reading and vote) as the applicants had expressed a wish to amend their application.

Seconded by M.C. Bradley.

Motion carried unanimously.

D. APPROVE MINUTES

- September 11, 2025 Town Council Regular Called Meeting
Motion made by M.C. Bradley to accept the minutes with the correction previously noted by S. Van Saun - that the motion to go into closed session related to appointing a new Planning Commission member.
Seconded by S. Van Saun.
Motion carried 5-0-1. Cline abstained.
- September 25, 2025 Town Council Special Called Meeting
Motion made by S. Van Saun to approve the minutes.
Seconded by F. Westbrook.
Motion carried 5-0-1. Cline abstained.



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E. FINANCIAL REPORT

- Treasurer's Report accepted.
- Ms. Bradley also noted that the Budget and Finance Committee intends to begin updating the current budget's actuals on a quarterly basis, with those updates to be posted on the Town's website.

F. PUBLIC HEARING

- Roll Call for Planning Commission

Joint Public Hearing

Present: T. Chapman, V. Ralls, D. Clarke, and M. Smith (*by phone*)

Absent: J. Taylor, R. Fuller, and S. Strait

Conditional Use Permit application #2025.ICN (4203 Irvington Rd) - 1st

Reading

- Mr. Nelson noted that the application was for the renovation and expansion of the building at 4203 Irvington Road, as well as the installation of six tourist homes. It was further noted that the original application proposed five tourist homes, but the applicant submitted an adjustment increasing the number to six. *Following the meeting, the revised documents were made available on the Town's website.*
- M.C. Bradley inquired whether presentations from the applicant are required as a part of the CUP application process, stating her understanding that they are not.
- Mr. Nelson agreed, noting that while applicants may choose to make a presentation, it is not an expectation of the Planning Commission or the Town Council.

G. PUBLIC COMMENT

- Comments from citizens on any topic.
 - **W. Nunnally (Council):** Mr. Nunnally referenced an incident from the previous Town Council meeting, where a resident was cut off during public comment for exceeding the allotted time. He stated that limiting public comments to three minutes should not be imposed and expressed the view that if a citizen takes the time to attend and speak, the Council should listen without strict time limits.
 - **M.C. Bradley (Council):** Ms. Bradley responded that the three-minute limit is a practice the Council had previously agreed upon and emphasized that it simply needs to be enforced consistently for all speakers.
 - **W. Nunnally (Council):** Mr. Nunnally stated that he did not recall agreeing to the rule.



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- **Ms. Westbrook (Council):** Ms. Westbrook noted that the practice had been established long ago, though it may not always have been enforced. She suggested that the Council could revisit the issue at a future meeting and recommended that Mr. Nunnally request the Clerk add it to a subsequent agenda if he wished to discuss it further.

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

- **No report**

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

- **No report**

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

- Mr. Nelson stated that the Christmas lanterns would be refurbished by the end of October and that bollards, installed to protect the bank's septic system, are now in place on the Town Commons. He also noted that a phishing scheme had used an email address from a publicly posted application to target at least one member of the public. As a precaution, the Town Office will redact email contact information from future CUP applications posted online in meeting packets.

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

- Mr. Chapman noted a number of items, including:
 - Prior to the October 7 Planning Commission meeting, Marston Smith presented a draft report from the Public Safety and Traffic Calming Subcommittee. Members of the public and the Town Council provided comments on the recommendations. The Planning Commission indicated that a revised plan, incorporating input from the October meeting, is expected to be presented at the November meeting before finalization and submission to the Town Council.
 - Following the resignation of two Subcommittee members (*one due to time constraints and another who moved away from Irvington*) Vivian Ralls and Mary Carol Taylor were recruited as replacements on the Public Safety and Traffic Calming Subcommittee.
 - Vivian Ralls was appointed to the Planning Commission the month prior and was unanimously elected as Secretary.
 - The Commission voted unanimously to recommend approval of the CUP 2025.Bruse to the Town Council.
 - The Commission had moved to table the CUP 2025.Cotter and have the Town Administrator direct the applicant to request a letter from the Virginia Department of Health certifying that the property's septic system is adequate for a dwelling.



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- The Commission re-examined its earlier recommendation to eliminate the minimum square footage requirements for dwellings in R-1 and R-2, and still suggests that Section 154 of the code be amended accordingly.
- Finally, since the Commission's next meeting was set for Election Day, members voted to reschedule it for November 11.

L. OLD BUSINESS

- Conditional Use Permit application 2025.Cotter (19 King Carter Dr) - 2nd Reading & Vote
 - This item was removed from the agenda at the start of the meeting, so no action was taken.
- Conditional Use Permit application 2025.Bruse (122 Edgewood Ln) - 2nd Reading & Vote
 - Mr. Nelson mentioned that this application concerns operating a short-term rental, noting that the property had previously served as an STR. Amber Walker of Bragg and Company Realty would be responsible for managing it.

Motion made by P. Robinson to approve Conditional Use Permit application 2025.Bruse.

Seconded by M.C. Bradley.

Motion carried 5-0-1. Nunnally no.

- Continued discussion of capital projects for FY25-26, *P. Robinson*
 - Mr. Robinson reported that Mr. Nelson had applied for the Ready, Set, Go program. If the Town is selected, the program would provide grant-writing support to help prepare an application for the Transportation Alternatives funding program. Discussion of potential new sidewalks with VDOT would also continue, as more information is gathered to inform Town Council.
 - Mr. Robinson shared that discussions with staff regarding the Town's storage needs have led to a potential solution: a proposed three-bay shed on the Town Commons. Each bay would measure 15×24 feet, with one bay for Christmas decorations, another potentially serving the VIA, and the third reserved for other future uses. Electrical outlets are included in the draft design. Construction would only proceed with Town Council approval, and the design remains in the initial planning stages.
 - Regarding potential new restrooms and a trailhead on the Commons, Mr. Robinson researched a proposed structure including three unisex standard bathrooms and one unisex handicapped-accessible bathroom. Initial



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concepts could involve a prefabricated building on a concrete slab with heating and cooling to protect plumbing. Again, this project would proceed only if authorized by the Town Council, and is only in the initial draft stage of development.

- To continue gathering proper information for Council's consideration, Mr. Robinson requested that the Town contract with Joel Pennick to test soil conditions on the Commons to ensure proposed structures are not placed in areas that might be suitable for other future needs (like a septic system). He also asked that AES Engineering be contracted to consider these factors, prepare a plat showing proposed locations, and recommend optimal placement for the storage shed and restroom facility, pending Town Council approval.
- Report from the Human Resources Committee, *W. Nunnally & F. Westbrook*
 - Ms. Westbrook reminded the Council that it was requested to submit staff evaluation forms and thanked the members for their participation.

M. NEW BUSINESS

- Motions or recommendations by Town Council Members

Motion made by M.C. Bradley to renew the town's Atlantic Union Bank CD (account ending 2725) for another three months.

Seconded by S. Van Saun.

Motion carried unanimously.

Motion made by P. Robinson to adopt Resolution 2025-15.TC, to add M.C. Bradley as a signatory for the town on all bank accounts.

Seconded by S. Van Saun.

Roll Call Vote:

Bradley, abstained

Cline, yes

Nunnally, yes

Robinson, yes

Van Saun, yes

Westbrook, yes

Motion made by P. Robinson to appropriate \$3,000 from the Commons line item in the Capital Budget for Commons layout and septic studies, including interfaces for future bathrooms, storage buildings or office construction.

Seconded by M.C. Bradley.

Motion carried 5-0-1. Nunnally no.



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Motion made by P. Robinson to approve a \$2,000 contract with AES Engineering for layout and deconfliction support for a layout of bathrooms, trailhead, storage building, and Town Office as per their email to the Town Administrator.

Seconded by M.C. Bradley.

Motion carried 5-0-1. Nunnally no.

Motion made by P. Robinson to approve a \$1,000 soil investigation on the Town Commons to be conducted by Joel Pennick for location planning of potential bathrooms, trailhead, storage building, and Town Office on the Town Commons, as necessary.

Seconded by M.C. Bradley.

Motion carried 5-0-1. Nunnally no.

- Resolution of Initiation 2025-14.TC – Referral to the Planning Commission to consider and provide a recommendation on the potential elimination or reduction of square footage requirements.
 - Mayor Harris asked whether the language in the second “whereas” clause of the resolution, which refers to “eliminate or reduce,” could be considered arbitrary and capricious if the Town reduced the required square footage rather than eliminating it entirely.
 - Ms. Kemp responded that the wording is acceptable for the purpose of initiating a potential amendment for consideration. She noted, however, that if the Town chooses to pursue an actual Zoning Amendment, where it reduces the square footage rather than eliminates it, then a specific justification would be required for the chosen reduction.
 - Mr. Nunnally inquired where the request came for the resolution to be brought to Council. He noted that he did not recall anyone on Council asking for a potential elimination or reduction of square footage requirements.
 - Mr. Chapman provided background by noting that the Planning Commission had been considering the proposed Amendment to square footage requirements for several months – related to a forthcoming CUP application that the Town verbally knows will be submit soon. The Council was being asked to initiate a formal process so that a potential amendment could be considered. A public hearing with public notice and public comment, along with a vote from Planning Commission (to recommend) and the Town Council (to approve) would still need to occur.



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Motion made by P. Robinson to adopt Resolution 2025-14.TC, initiating the process for considering a potential elimination or reduction of the square footage requirements for dwellings in residential zones.

Seconded by F. Westbrook.

Roll Call Vote:

M.C. Bradley, yes

W. Nunnally, no

P. Robinson, yes

S. Van Saun, yes

F. Westbrook, yes

M.W. Cline, yes

Motion carried 5-0-1.

N. ANNOUNCEMENTS

- Next Town Council Regular Called Meeting will be November 13, 2025; 6:30 p.m. at Irvington Baptist Church.
- The Town Office will be closed on:
 - Monday, October 13th in observance of Columbus Day
 - Tuesday, November 4th in observance of Election Day, and
 - Tuesday, November 11th in observance of Veterans Day

O. ADJOURN – 7:20 p.m.

Motion made by W. Nunnally to adjourn.

Seconded by S. Van Saun.

Motion carried unanimously.