



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

AGENDA –

A. CALL TO ORDER - 6:31 p.m.

B. ROLL CALL

W. Nunnally, present
M.W. Cline, present
F. Westbrook, present
S. Van Saun, present
M.C. Bradley, present
J. Harris, present
P. Robinson, absent

C. APPROVE AGENDA

A motion was made by F. Westbrook to approve the agenda with the addition (suggested by M.C. Bradley) of a discussion of the upcoming ‘Holiday Celebrations’ under New Business.

Seconded by S. Van Saun.

Motion carried 5-0-1. Robinson absent.

D. APPROVE MINUTES

- October 9, 2025 Town Council Regular Called Meeting

Motion made by S. Van Saun to approve the minutes for the October 9, 2025 Town Council Regular Called Meeting.

Seconded by M.C. Bradley.

Motion carried 5-0-1. Robinson absent.

E. FINANCIAL REPORT

- Treasurer’s Report accepted.

F. PUBLIC HEARING

- Roll Call for Planning Commission

Joint Public Hearing

Present: T. Chapman, J. Taylor, V. Ralls, and S. Strait

Absent: D. Clarke, R. Fuller, and M. Smith

Conditional Use Permit Application 2025.Sew (4504 Irvington Road)

- Mr. Nelson explained that the application was to add additional commercial retail space and an ‘inn’ space above the garage located at



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Sewlovelee - 4504 Irvington Road. *(Note: Sewlovelee is a shop that offers materials and classes related to quilting).*

- Ms. Bradley asked Mr. Nelson whether the Town's ordinances included definitions for an "inn" or "tourist home." Mr. Nelson stated that the ordinances do not provide specific definitions for those terms.
- Mr. Nunnally asked whether the structure in question was a two-story garage.
- Mr. Nelson explained that the existing structure is a one-story garage that would become two stories after the renovation. The proposed use includes classrooms on the ground floor and two bedrooms with a bathroom on the second floor for teachers and individuals attending the quilting classes.
- Ms. Bradley asked whether the Town would collect occupancy tax on the rooms.
- Mr. Nelson confirmed that it would, in instances when the class attendees were paying for use of the rooms.
- Ms. Westbrook asked whether the rooms would be used as Short-Term Rentals.
- Mr. Nelson responded that they would not at this time. The rooms would be used only by individuals attending quilting classes and by the instructors teaching those classes. It would not operate as a short-term rental business or offer public accommodations. Mr. Nelson added that any future request for Short-Term Rental approval would require a separate application process.

G. PUBLIC COMMENT

- Comments from citizens on any topic.
 - **M. Carter-Maguire (Chases Cove Lane):** Ms. Carter-Maguire stated that she and her husband opposed the proposed elimination or reduction of the minimum square footage requirements for new R-1 construction. She thanked the Planning Commission for voting not to pursue the change and for maintaining the existing standards for R-1 dwellings. For the record, she noted that she had collected a petition with nearly 150 signatures from Irvington residents and property owners. *(A copy of the petition was later submitted to the Town Clerk for inclusion in the public record.)*

Ms. Carter-Maguire further stated her belief that the proposed code change originated from a single Conditional Use Permit request. She expressed that, rather than adopting a blanket amendment to the town code, the Town should continue to evaluate such requests on a case-by-case basis, approving deviations from minimum square footage requirements only when a legitimate hardship is demonstrated to the appropriate decision-makers. She cautioned that allowing multiple tiny houses in Irvington



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could alter the character of the Town and potentially affect local property values. She also noted that other Virginia localities maintain minimum square footage requirements and that Irvington would not be unique in doing so.

- **C. Branch (King Carter Dr):** Mr. Branch expressed his objection to the Fauver CUP. He stated that the proposed tiny house would not be consistent with the character of the Town of Irvington. He noted that the homes along King Carter Drive are primarily more than 100 years old, and that a tiny house would not be in keeping with the historic character of the area. He also opposed any elimination or reduction of the minimum square footage requirements for R-1 dwellings, stating that such changes could lead to the creation of structures intended for use as Short-Term Rentals, which could increase traffic and noise in the neighborhood.
- **C. Hall Elliot (King Carter Dr):** Ms. Elliot expressed frustration with the Town's three-minute limit for speakers during the public comment period of Town Council meetings, particularly when the time limit is enforced in a manner that may be perceived as rude or abrupt. She suggested that the Council could adopt a more respectful method of enforcing time limits, such as providing a visible timer for speakers. She also noted that, given Irvington's small size and the typically limited number of individuals who wish to speak, the Council should be able to provide space for public comments in a civil and considerate manner.
- **E. Hall (King Carter Dr):** Ms. Hall expressed her frustration with the pine trees planted along the Tides Inn fence bordering her property. She noted that pine trees produce needle and cone debris and have surface roots that could damage the edge of her yard. She asked that the pine trees be replaced with lower-maintenance evergreens, such as arborvitae.
- **C. Dyson (Town Clerk):** Mr. Dyson reported that the Town Office had received several emails objecting to both the proposed elimination of the minimum square footage requirement and the Fauver CUP. He explained that, as Clerk, he intended to retain those communications and present them when the matters came forward for public hearings. However, because the Planning Commission - the body that initiated and had been reviewing the proposed zoning amendment - ultimately voted not to pursue the change, and because the applicant for the Fauver CUP subsequently withdrew his application, neither item remains under consideration and no public hearings will be held.



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- **W. Nunnally (Town Council):** Mr. Nunnally thanked the public for sharing their feedback with the Town and expressed his appreciation to the Town Council for the work it carries out on the community's behalf.

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

- Update from Edward Villafane, Managing Director of the Tides Inn, regarding renovation projects for Winter 2026.
 - Mayor Harris introduced Mr. Villafane, who explained that this was his first visit to the Town Council meetings as he just joined the staff of the Tides Inn ten months prior.
 - Mr. Villafane noted that he would work to ensure that the Tides Inn addressed the issue related to the pines trees that had been raised by Ms. Hall.
 - He further explained that this year the Tides Inn would be extending its renovation period. It would close on Dec. 1st and reopen on April 1st.
 - The project this year would be a guest-facing renovation that includes:
 1. redoing the marina deck,
 2. making the current marina office a living shoreline museum,
 3. the addition of a new building with bath/showers/laundry for marina guests – and on top of the building will be a rooftop deck.
 4. The Windsor and Lancaster buildings would be renovated.
 5. The garden house will be taken down.
 6. Redoing the entire landscaping on the property, with naturalized indigenous plants.
 7. New carpeting throughout.
 8. New roofing across the property.
 9. Exterior of buildings will be resurfaced, repaired, and painted.
 10. New back of the house offices and cafeteria.
 - Mr. Nunnally asked about the potential of a spa.
 - Mr. Villafane noted that the construction of a spa will be in a future renovation phase (likely next year).
 - Mr. Nunnally asked about the Tides Lodge property and if there were plans for it.
 - Mr. Villafane answered that the Inn was still researching potential uses of the land at the location of the old Tides Lodge.
 - Mr. Villafane then expressed the Tides Inn's support of the town and community.

I. REPORT FROM TOWN ATTORNEY, *A. McRoberts on behalf of K. Kemp*

- No report.



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

- Mr. Nelson reported the following permit applications:
 - Walker Homes submitted an application to construct a studio (no kitchen or sleeping accommodations) at 62 Cedardale.
 - Miller applied to remove a tree within the RPA at 176 Old Mill Cove.
 - Harper applied for the construction of a new dock at 656 Glebe Road.
 - Sommardahl applied to remove a tree within the RPA at 79 Cedardale.
- Under other updates, Mr. Nelson reported:
 - He submitted an application to the VDOT Ready, Set, Go program.
 - He will be meeting with Obsidian Services to review potential sites for a septic system that could support a future permanent restroom facility on the Commons (date TBD).
 - The design options for the Commons storage building have been narrowed down.
 - Site visits were conducted at 79 Cedardale and at 49 and 96 Reynolds Landing for potential redevelopment within the RPA.
 - The Fauver CUP has been withdrawn.
 - The ICN CUP application at 4203 Irvington Road has proposed a new restaurant and mini inn (with six tourist cabins). Its second reading and vote would occur later in the meeting.
 - Also, sidewalk repair had begun.
 - Following up on conversation from the Public Comment portion of the meeting, Ms. Bradley asked Mr. Nelson to confirm whether the Tides Inn satisfied the conditions of its 2022 Conditional Use Permit.
 - Mr. Nelson went through each condition and confirmed that all the pertinent conditions, as outlined in the 2022 CUP, had been met.

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

- Mr. Chapman reported that Marston Smith gave a status report on his Public Safety and Traffic Calming Committee. He plans on one more committee meeting prior to finalizing the committee's work and presenting the revised report for PC review.
- After significant resident opposition to the PC proposed elimination of minimum R-1 and R-2 square footage requirements in the town's code, a motion was made by Steve Strait to withdraw the recommendation and was adopted by a vote of 5-2.
- A motion to recommend approval of the CUP#2025.ICN to the Town Council was unanimously approved.



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- A motion was made to initiate consideration of Dawn Fowle's updates of section 154 of the Irvington Zoning code that will provide for the health, safety, welfare and good zoning practices of the community. This was unanimously approved.

L. OLD BUSINESS

- Conditional Use Permit Application 2025.ICN (4203 Irvington Rd) - 2nd
Reading & Vote
 - Mr. Nelson reiterated that this application was for a new restaurant and mini inn (with six cottages).
 - Ms. Westbrook asked if the cottages would be the only lodgings for guests or if there would be hotel rooms available in the main house.
 - Mr. Nelson confirmed that the six cabins would be the only accommodations for guests to stay in.

Motion made by M.C. Bradley to approve Conditional Use Permit Application 2025.ICN.

Seconded by W. Nunnally.

Motion carried 5-0-1. Robinson absent.

- Discussion of time limits for public comment.
 - Mr. Nunnally suggested that the issue be left to the Mayor's discretion without a formal time limit.
 - Ms. Bradley noted that time limits help maintain consistency and prevent capricious decisions. She also suggested the Council consider whether limits should be applied per topic or per person.
 - Mr. Nunnally stated that if the Council were to set a time limit, it should be per topic.
 - In response to Mayor Harris' request for clarification, Mr. Nunnally explained that each speaker would have a time limit for each topic, but all speakers addressing the same topic would not need to share a single combined timeframe.
 - Ms. Van Saun agreed that a standardized system would ensure fairness for everyone.
 - Ms. Bradley shared her research on other towns, noting that time limits are often 3 to 5 minutes per speaker.
 - Ms. Westbrook mentioned that the County often requires speakers to sign up in advance.
 - Mr. Nunnally opposed pre-registration, citing it as an unnecessary burden.
 - Ms. Van Saun agreed that sign-ups are unnecessary for Irvington, but suggested implementing a time limit per topic and a limit on the number of topics each speaker could address.
 - Mr. Nunnally proposed a limit of three topics per speaker.



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- Ms. Westbrook asked the attorney about the legal obligations regarding public comment.
- Mr. McRoberts noted a recent statutory change requiring towns to provide public comment. He said per-speaker time limits are common, while per-topic limits are not. He emphasized that the Council should balance providing the public the opportunity to give input with the necessity of completing the agenda efficiently.

M. NEW BUSINESS

- Motions or recommendations by Town Council Members

Motion made by M.C. Bradley that the town adjust its policy for public comment to give speakers a limit of three minutes per topic, and a limit of no more than three topics per person (per meeting).

Seconded by W. Nunnally.

Motion carried 5-0-1. Robinson absent.

Ms. Bradley further noted that she would purchase an egg timer for the town for use during public comment, so that the speaker could see their remaining time as they speak.

- Appropriation of sponsorship for the Irvington Mayor's Cup Golf Tournament

Motion made by M.C. Bradley for the town to appropriate \$2,000 to pay the sponsorship for the Irvington Mayor's Cup Golf Tournament.

Seconded by W. Nunnally.

Motion carried 5-0-1. Robinson absent.

Motion made by M.C. Bradley to direct the Town Clerk to pay the invoice for the Irvington Mayor's Cup Golf Tournament to the Golden Eagle.

Seconded by W. Nunnally.

Motion carried 5-0-1. Robinson absent.

- Renewal of Entertainment Systems contract in the amount of \$7,500 for the flag and holiday décor (note: already appropriated as part of the Operational Budget).

Motion made by M.C. Bradley for the town to renew/accept the 2025-26 contract/invoice/estimate with Entertainment Systems for the installation and removal of seasonal flags and holiday décor.

Seconded by S. Van Saun.

Motion carried 5-0-1. Robinson absent.



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- Resolutions 2025-16.TC, 2025-17.TC, and 2025-18.TC – Formalizing the designation of Town Tax Officials and authorizing access to confidential tax data by authorized staff, agents, and officials.

Motion made by F. Westbrook to discuss Resolutions 2025-16.TC, 2025-17.TC, and 2025-18.TC.

Seconded by W. Nunnally.

Motion carried 5-0-1. Robinson absent.

A brief discussion was held regarding the resolutions. Ms. Bradley noted that she, as the Budget and Finance Committee Chair, supported their adoption. The resolutions had been reviewed by the Town Attorney, who recommended their adoption as they formalize the designation of Town Tax Officials and clarify that authorized staff, agents, and officials are formally allowed to access tax data.

Motion made by M.C. Bradley to adopt Resolution 2025-16.TC (Formalizing the Town's Tax Officials).

Seconded by W. Nunnally.

Motion carried 5-0-1. Robinson absent.

Motion made by S. Van Saun to adopt Resolution 2025-17.TC (Designating the Budget and Finance Committee as Authorized Finance Officers of the Town).

Seconded by W. Nunnally.

Motion carried 5-0-1. Robinson absent.

Motion made by M.C. Bradley to adopt Resolution 2025-18.TC (Formalizing the Designation of Mill Creek Geek, LLC as an Authorized Technology Service Provider with Access to Town Data).

Seconded by W. Nunnally.

Motion carried 5-0-1. Robinson absent.

- Discussion of Holiday Celebrations
 - Ms. Van Saun reported that Illuminate Irvington would take place between 5:30 and 7:00 p.m. on Thursday, December 4. The event will start in the Commons at 5:30 with kids' activities, fire pits and cider. A golf cart parade at 6:30. Then, the traditional Christmas lighting will be at 6:50 p.m. at the Irvington Methodist Church.
 - Ms. Bradley reported that on Christmas Eve – Wednesday, December 24 at 5:30 - under the lit tree in the Methodist Church parking lot, Santa and



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Elf (“Quirky”) will be visiting Irvington to offer treats to humans and canines.

- Mayor Harris asked about who was covering the decorating competition. After brief discussion, it was determined that the Mayor would cover the decorating event.

N. ANNOUNCEMENTS

- Next Town Council Regular Called Meeting will be December 11th, 2025; 6:30 p.m. at Irvington Baptist Church.
- The Town Office will be closed on Thursday, November 27th & Friday, November 28th in observance of Thanksgiving.
- The White Stone Fire Department will display their newly refitted truck on December 11th, prior to the Town Council Regular Called Meeting, at Irvington Baptist Church. This project was made possible with Irvington’s ATL grant funds, and the department is excited to share the results with the community.

O. CLOSED SESSION pursuant to State Code §2.2-3711(A)(1) for discussion related to town personnel.

Motion made by W. Nunnally to adopt the Resolution to go into closed session.

Seconded by M.W. Cline.

Motion carried 5-0-1. Robinson absent.

P. RETURN TO OPEN SESSION

The Council certified 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 Council. There were no members that believed there was a departure from the requirements cited to go into closed session. The vote to certify was as follows:

I, Wayne Nunnally, so certify.

I, Mary Windsor Cline, so certify.

I, Frances Westbrook, so certify.

I, Samantha Van Saun, so certify.

I, Mary Cary Bradley, so certify.

I, Julie Harris, so certify.

Motion made by M.C. Bradley to provide annual performance raises to the Town Administrator and Town Clerk, not to exceed \$9,000.

Seconded by W. Nunnally.

Motion carried 5-0-1. Robinson absent.



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Motion made by M.C. Bradley to allocate the holiday bonuses to the Town Administrator, Town Clerk, and the Deputies, as stipulated in the 2025-26 FY Budget.

Seconded by W. Nunnally.

Motion carried 5-0-1. Robinson absent.

Q. ADJOURN

Motion made by W. Nunnally to adjourn.

Seconded by M.C. Bradley.

Motion carried 5-0-1. Robinson absent.

DRAFT