



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING MINUTES
IRVINGTON BAPTIST CHURCH
THURSDAY, December 11, 2025; 6:30 p.m.**

AGENDA –

A. CALL TO ORDER – 6:30 p.m.

B. ROLL CALL

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

C. APPROVE AGENDA

Motion made by W. Nunnally to approve the agenda.

Seconded by P. Robinson.

Motion carried 5-0-1. Westbrook absent.

D. APPROVE MINUTES

- November 13, 2025 Town Council Regular Called Meeting
Motion made by S. Van Saun to approve the November 13, 2025 Town Council Regular Called Meeting Minutes.
Seconded by M.C. Bradley.
Motion carried 4-0-2. Robinson abstained. Westbrook absent.

E. FINANCIAL REPORT

- Treasurer's Report accepted.

F. PUBLIC COMMENT

- Comments from citizens on any topic.
 - **K. Kehlbeck (Steamboat Era Museum):** Mr. Kehlbeck raised three requests on behalf of the Steamboat Era Museum. First, they sought approval to use the Commons for the Annual Irvington Crab Festival on September 19 (and also noted that they would reach out later regarding sponsorship opportunities for the 2026 event). They also requested a \$3,000 donation from the town for their 2025 Annual Appeal, noting plans for a new 2026 exhibit, Amusements on the Bay, which will include community activities and a locally produced play. Last, they requested permission to stage that play on the museum deck with audience seating on the Main Commons, potentially during Memorial Day weekend.



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING MINUTES
IRVINGTON BAPTIST CHURCH
THURSDAY, December 11, 2025; 6:30 p.m.**

- **S. Kimmeth (Irvington Village Improvement Association):** Mr. Kimmeth, on behalf of the VIA, requested approval for use of the Commons for VIA events scheduled in 2026. He stated that the VIA's insurance policy names the Town as required for use of the Commons. The proposed events include a Farmers Market on the first Saturday of each month from May through November, a Boot Sale in May, a Halloween Trunk or Treat, and the Thanksgiving Turkey Trot. Mr. Kimmeth also noted that July 4, 2026 falls on a Saturday and expressed his belief that VIA activities could be coordinated with the Town's annual Hometown Parade, as the parade typically lasts approximately one hour and could complement the Farmers Market by increasing attendance.

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

- Referring to the Quarterly Deputy Report, Mayor Harris noted that the report in the meeting packet provided detailed information on deputies' activities over the last quarter. She encouraged anyone with questions or seeking further details to visit the town office.

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

- No report.

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

- Mr. Nelson began his report by reminding everyone that copies of any application under consideration are always available at the Town Office and any individual seeking information about applications or permits under consideration can consult the Town Website or call/email/stop by the office to receive copies and information.
- He noted that since his last report, there was a permit application for 492 Chesapeake Dr to rebuild a dock; one at 448 King Carter for a new exterior deck; one at 184 York Road for a new porch; one at 81 King Carter for a shed; and one at 4 Rappahannock Road for a garage with an office.
- There were 25 total permits in 2025, which is four more than last year.

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

- Reporting on the Planning Commission meeting from December, Mr. Chapman noted that PC had approved a motion by a vote of 5-1 to recommend Council approval of CUP application 2025.sew that would allow the addition of a two-bedroom suite and garage for transient occupants (who would be participating in activities related to the business that owns the garage).
- Mr. Chapman noted that Irvington does not allow apartments in Town by code. In addition, the 2022 Town Survey found that only 24% of residents supported apartments. However, the town has a number of apartments in the B-1 district



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IRVINGTON BAPTIST CHURCH
THURSDAY, December 11, 2025; 6:30 p.m.**

(e.g. one over the Dredge Complex and one over the Kipp office). Since allowing a business to have an apartment over a shop/office would make it more economical to open a business and be consistent with current B-1 reality, the Planning Commission plans to develop recommended language for updating the Town Code to reflect that reality. In addition, the Planning Commission is reviewing the language on transient accommodations in the B-1 code and will bring forward further recommendations in the future.

- Mr. Chapman reported that in their last meeting, Commissioner Smith had given a status report on the work of the Planning Commission's Public Safety and Traffic Calming Committee. Mr. Smith plans to schedule one more committee meeting prior to finalizing the committee's work and presenting the revised report for PC review.
- In discussing the Planning Commission's Broadband and Cell Service Committee, which met on 12.05.25, Mr. Chapman reported that Micheal Schmid and Phil Robinson were working with Breezeline and adding internet monitoring stations in town, which have improved the system's reliability. Also, he noted that Breezeline has upgraded the Town from a 1 node system to a 2 node system, further increasing reliability and enabling improved diagnostics.

K. OLD BUSINESS

- Conditional Use Permit Application 2025.Sew (4504 Irvington Road) - 2nd Reading & Vote
 - Mr. Nelson explained that the owner is renovating an existing garage to construct classroom space and additional retail space on the first floor. Meanwhile, the upstairs would include two bedrooms, a kitchen and a bathroom.
 - Mr. Nunnally asked what the difference is between the suite described in the application and an apartment.
 - Mr. Nelson responded that the town ordinances allow a Tourist Home in B-1 zoning, but the ordinances do not specifically define what a tourist home would be. He believed this created a gray area, but since this was a CUP intended to provide transient lodging related to the business, it would reasonably fall under the generally accepted definition of a Tourist Home.
 - Mr. Nunnally expressed his desire to be supportive of businesses in town, but also explained that he believed that the town should follow its own rules. If the town ordinances do not allow an apartment, then the town should not allow something that appears to be an apartment and could easily be used as an apartment.



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING MINUTES
IRVINGTON BAPTIST CHURCH
THURSDAY, December 11, 2025; 6:30 p.m.**

Motion made by M.C. Bradley to approve CUP Application 2025.Sew with the following conditions: 1) all rentals are limited to events being hosted by the business (for example for lodging students and teachers of the quilting classes) and 2) the cost of the rentals need to be included in the cost of the classes (for students) or as a part of the compensation for a class (for teachers). Seconded by S. Van Saun.

- During discussion, Ms. Bradley explained that the conditions were added to clarify that the rooms were not approved for use as an apartment, but rather were approved only for uses consistent with the application and in connection with the business.

Motion carried 5-0-1. Westbrook absent.

- Continued discussion of potential capital projects, *P. Robinson*
 - Mr. Robinson reported that, in coordination with the Town Office, he has been evaluating potential storage solutions on the Town Commons. He provided a handout and clarified that he was not advocating for or against the specific option presented, but developed it to ensure that the Council had a thoughtful, high-quality concept to consider should it decide to pursue construction to address the Town's storage needs. This included consideration of possible shed locations and site constraints. Soil testing identified a septic field on the North Commons, likely associated with the former school/Community Building that burned down many years ago. He also noted that any construction should avoid extending too far into the Chesapeake Drive turn due to potential safety and drainage concerns.
 - The handout identified that the best potential shed location would be near Chesapeake Drive behind Hope and Glory, which would allow access to existing drainage and electrical service. Mr. Robinson described a proposed prefabricated structure similar to a three-bay garage with additional height and taller doors to accommodate lifting equipment. He cited an estimated cost of \$65,000 for the structure only, excluding costs for the concrete slab, electrical work, site preparation, and interior bay separations.
 - Ms. Van Saun inquired about the location of the property line and requested that the storage shed be placed as close to the line as possible in order to preserve parking space.
 - Mr. Robinson described the property line in relation to the existing trees and noted that the required setback is 10 feet.
 - Mayor Harris asked whether additional companies would be considered to construct the shed beyond the vendor referenced in the handout.
 - Mr. Robinson responded that he intends to prepare a scope document outlining the goal of an approximately 1,100-square-foot, three-bay garage



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING MINUTES
IRVINGTON BAPTIST CHURCH
THURSDAY, December 11, 2025; 6:30 p.m.**

and have Mr. Nelson solicit input/bids from contractors. He noted that a site-built structure may be less costly than purchasing and installing a prefabricated unit, but thought it best to leave it up to the bidding contractors to make their recommendations. If the Town wishes to proceed, he indicated that the next step would be for Mr. Nelson to contact four to five contractors and potentially advertise for proposals.

Motion made by M.C. Bradley to state that, because the Town Council is serious about building a storage facility on the North Commons, it authorizes the Town Administrator to solicit proposals from local contractors related to building a facility on the North Commons.

Seconded by S. Van Saun.

- During discussion, Mr. Nunnally stated that while the Town has a clear need for storage, he was not comfortable with a project that could reduce parking availability for the Farmers Market. He also emphasized the need for the Town to be mindful of its financial resources in light of this and other proposed projects. Mr. Nunnally further noted that there may be existing buildings within the Town that are not currently in use but could be rented or rehabilitated as alternatives to constructing a new facility on the North Commons.
- Ms. Van Saun and Ms. Bradley commented that identifying a long-term solution to the Town's storage needs has been a priority for an extended period and that the town has the funds to proceed with the project.
- Mr. Nunnally requested an amendment to the motion to include investigation of alternatives to construction on Town-owned property. Ms. Bradley agreed to accept the amendment.
- During further discussion, however, it was determined that the topic scheduled for closed session later in the meeting could influence members' perspectives on the motion. As a result, Ms. Bradley withdrew her motion, and the matter was tabled to potentially be revisited after the closed session

L. NEW BUSINESS

- Motions or recommendations by Town Council Members

Motion made by M.C. Bradley to appropriate \$2,500 for a charitable gift to the Lancaster Community Library (from the Charitable Donations line of the Community Support and Tourism Budget).

Seconded by W. Nunnally.

Motion carried 5-0-1. Westbrook absent.



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING MINUTES
IRVINGTON BAPTIST CHURCH
THURSDAY, December 11, 2025; 6:30 p.m.**

- Approval of the Village Improvement Association's requested Farmers Market dates for 2026.

Motion made by W. Nunnally to approve the Village Improvement Association's requested Farmers Market dates for 2026.

Seconded by P. Robinson.

- In discussion, Mr. Robinson noted that the motion was not intended to include any decision related to the July 4th parade. A decision related to keeping the parade on the 4th or moving it to not interfere with the Farmers Market is a decision that would be made later.

Motion carried 5-0-1. Westbrook absent.

- Request from the Steamboat Era Museum to host the Annual Irvington Crab Festival on the Town Commons on Saturday, September 19, 2026.

Motion made by W. Nunnally to approve the request from the Steamboat Era Museum to host the Annual Irvington Crab Festival on the Town Commons on Saturday, September 19, 2026.

Seconded by S. Van Saun.

Motion carried 4-0-2. Bradley abstained. Westbrook absent.

- Annual Appeal from the Steamboat Era Museum requesting a charitable donation of \$3,000 from the Town.

Motion made by W. Nunnally to appropriate \$3,000 for a charitable gift to the Steamboat Era Museum (from the Charitable Donations line of the Community Support and Tourism Budget).

Seconded by P. Robinson.

Motion carried 4-0-2. Bradley abstained. Westbrook absent.

Motion made by W. Nunnally to agree to allow the Steamboat Era Museum to use the Town Commons for the performance of a play sometime around Memorial Day Weekend.

Seconded by S. Van Saun.

Motion carried 4-0-2. Bradley abstained. Westbrook absent.

- Budget development process and schedule, *M.C. Bradley*
 - Ms. Bradley reported that the packet included the proposed timeline for development of the upcoming fiscal year's budget. She then reviewed some of the key highlights of the timeline.



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING MINUTES
IRVINGTON BAPTIST CHURCH
THURSDAY, December 11, 2025; 6:30 p.m.**

Motion made by R. Robinson to adopt the schedule for development of the FY 2026-27 Budget.

Seconded by S. Van Saun.

Motion carried 5-0-1. Westbrook absent.

- Reappointment of Jeremy Taylor to the Planning Commission.

Motion made by W. Nunnally to reappoint Jeremy Taylor to the Planning Commission.

Seconded by M.C. Bradley.

Motion carried 5-0-1. Westbrook absent.

- Amendment to Mill Creek Geek service agreement.

Motion made by S. Van Saun to accept the amendment to the Mill Creek Geek service agreement.

Seconded by W. Nunnally.

Motion carried 5-0-1. Westbrook absent.

M. ANNOUNCEMENTS

- Next Town Council Regular Called Meeting will be January 8th, 2026; 6:30 p.m. at Irvington Baptist Church. Due to the holidays, the meeting packet will be available starting January 5th.
- December 15th is the requested deadline to submit any items for the agenda for the January 8th Town Council meeting.
- The Town Office will be closed on December 24th, 2025 through January 2nd, 2026 in observance of Christmas and New Years.
- Santa and Elf will be hosting the Christmas Eve gathering starting at 5:30 p.m. in the Methodist Church parking lot under the lit tree.
- Thank you was also expressed to S. Van Saun and the Illuminate Irvington committee for the holiday activities related to Illuminate Irvington.

N. CLOSED SESSION pursuant to State Code §2.2-3711(A)(3) for a discussion related to acquisition of real property.

The Mayor read the Resolution to go into closed session. It was then requested by the Council that the staff stay for the closed session.



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING MINUTES
IRVINGTON BAPTIST CHURCH
THURSDAY, December 11, 2025; 6:30 p.m.**

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

Seconded by S. Van Saun.

Motion carried 5-0-1. Westbrook absent.

O. 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, Samantha Van Saun, so certify.

I, Mary Cary Bradley, so certify.

I, Phil Robinson, so certify.

I, Julie Harris, so certify.

Upon returning from closed session, no action was taken.

P. ADJOURN – 8:24 p.m.

Motion made by W. Nunnally to adjourn.

Seconded by S. Van Saun.

Motion carried 5-0-1. Westbrook absent.