



**TOWN OF IRVINGTON, VIRGINIA  
TOWN COUNCIL REGULAR MONTHLY MEETING MINUTES  
IRVINGTON BAPTIST CHURCH  
THURSDAY, January 8, 2026; 6:30 p.m.**

**AGENDA –**

**A. CALL TO ORDER – 6:31 p.m.**

**B. ROLL CALL**

M.W. Cline, present  
M.C. Bradley, present  
F. Westbrook, present  
P. Robinson, present  
J. Harris, present  
S. Van Saun, absent  
W. Nunnally, absent at roll call (arrived later)

**C. APPROVE AGENDA**

**Motion made by F. Westbrook to approve the agenda.**

**Seconded by P. Robinson.**

**Motion carried 4-0-2. Nunnally and Van Saun absent.**

**D. APPROVE MINUTES**

- December 11, 2025 Town Council Regular Called Meeting  
**Motion made by M.C. Bradley to approve the December 11, 2025 Town Council Regular Called Meeting Minutes.**  
**Seconded by P. Robinson.**  
**Motion carried 3-0-3 by majority of those present. Nunnally and Van Saun absent. Westbrook abstained.**

**E. FINANCIAL REPORT**

- Treasurer's Report accepted.

**F. PUBLIC HEARING**

- Roll Call for Planning Commission  
*As the Planning Commission lacked a quorum at that point in the meeting, the Mayor proceeded to public comment to allow time for an additional commissioner to join the meeting by phone.*

**G. PUBLIC COMMENT**

- Comments from citizens on any topic.
  - **O. Lanier** (Steamboat Era Museum): Mr. Lanier, a Gloucester native, introduced himself as the new Executive Director of the Steamboat Era Museum. He expressed appreciation for Irvington's history and



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enthusiasm for contributing to the town's ongoing vitality as part of its tourism economy.

- **W. Nunnally (Town Council):** Mr. Nunnally asked for the record to show that he was tardy but had arrived at this portion of the meeting.

**(Return to F. PUBLIC HEARING)**

- Roll Call for Planning Commission  
Present: T. Chapman, S. Strait, V. Ralls, and J. Taylor (*attending by phone*)  
Absent: D. Clarke, R. Fuller, and M. Smith

Joint Public Hearing:

Conditional Use Permit application 2025.Lightfoot (26 Galley Hook Dr) - 1<sup>st</sup>

Reading

- Mr. Nelson explained that the application was for the owner to run an STR at 26 Galley Hook Dr.
- Mr. Nunnally asked where the town stood on its cap of the number of allowed STRs.
- Mr. Nelson noted that, if the CUP is approved, there would be 33 short-term rentals (STRs) in town, below the cap of 35. He also stated that he plans to conduct an audit of STRs at the beginning of the year to ensure proper licensing and compliance, and that licenses could be revoked if STRs are not in compliance.
- Ms. Bradley asked Mr. Nelson to confirm whether a designated manager lived within a 60-minute drive of the property. Mr. Nelson confirmed that one does.

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

- In her January report, the Mayor provided a State of the Town update. She noted that in 2025, the Council held discussions on potential capital projects and successfully moved to the new town office in August. The town purchased new network equipment, including a router, firewall, and file-sharing system, for the office. The July 4th parade was coordinated by a hired event planner and included 80 participants. The Mayor highlighted Illuminate Irvington, a collaboration with IVBA for a Christmas event, and reported that the Council sponsored the annual Christmas Eve event at the Christmas tree at the Methodist Church.

The Mayor also noted that the Council will be revamping the committee structure this year. Four potential committees have been proposed, with the possibility of adding an additional committee, to avoid the unwieldy number of committees in previous years. Information sheets outlining the proposed committees were made available for the public. She encouraged Council members to consider which two



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committees they might be interested in serving on. Discussion and decisions regarding committee assignments and projects will continue at the February meeting.

- Mr. Nunnally asked whether the current committees would be re-elected.
- The Mayor responded that the proposal is to add two new standing committees in addition to the two existing committees – and Council members are invited to stay on the existing committees they served on in 2025 (if they so wish).

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

- No report.

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

- No report.

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

- Commissioner Chapman reported that Marston Smith presented the final report of the Public Safety and Traffic Calming Committee, which the Planning Commission approved forwarding to the Town Council for consideration of its recommendations. Marston Smith will coordinate with the Mayor regarding the preferred process for Council action.

Commissioner Chapman noted that the Planning Commission, by a 4-3 vote, initiated a proposed code amendment to Section 154 on Hotels, Motels, and Inns, as described in his handout/report. With the Council's agreement, the Planning Commission will work with the Town Clerk and Town Attorney to incorporate this amendment with other Section 154 updates that were previously initiated for consideration.

Commissioner Chapman further reported that the Planning Commission completed the review and adoption of the Town Code of Conduct and the Planning Commission's Remote Participation Policy.

- Mr. Robinson noted that the vote to initiate the proposed code amendment to Section 154 on Hotels was 4-3, and asked Mr. Chapman to summarize the key points of the discussion.
- Mr. Chapman explained that some Planning Commission members questioned the need for limitations on transient accommodations, and he noted that the primary reason for the proposed amendment was the number of complaints received.
- Mr. Nunnally asked Mr. Chapman to explain the proposed code language. Mr. Chapman summarized that the amendment, based on Williamsburg's code, limits



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stays in hotels, motels, and inns to 30 days within any 60-day period and prohibits owners or managers from allowing longer stays. He noted that the restrictions would apply only to CUPs approved after adoption, effectively grandfathering existing establishments.

- Mr. Robinson noted that some jurisdictions include exceptions for emergency shelters or for employees living on-site, and suggested that the Council may want to consider similar provisions.
- Mr. Chapman stated that he would work with the Town Clerk and Town Attorney to address Mr. Robinson's question regarding any necessary exceptions to the draft language prior to the public hearing.

**L. OLD BUSINESS**

- Discussion of purchasing new holiday décor and taking advantage of post-holiday sales, *F. Westbrook*
  - Ms. Westbrook reported that she visited South Hill, Virginia, to view examples of the wreaths being considered for holiday décor on the town's telephone poles. She noted that she was not totally satisfied with how they appeared there. But, in discussion with a representative from Mosca Design, it was suggested that the four-foot wreaths would be acceptable and represent a practical option. The total cost for the wreaths would be \$32,320 if ordered before the end of February.
  - Ms. Westbrook reported that Mosca Design can also refurbish the town's existing decorations if the town wishes, but noted that because the process involves sandblasting, powder coating, and rewiring, the cost savings compared to purchasing new decorations would be minimal. Ms. Westbrook commented that she personally appreciates the look and quality of the town's existing decorations, and felt they were more unique than the Christmas wreaths.
  - She also expressed appreciation for the snowflakes that White Stone uses in its décor.
  - Mr. Nunnally noted that he had heard from a handful of residents who liked the idea of keeping the old décor (the lanterns). Ms. Westbrook agreed that she also liked the lanterns. Mr. Nunnally asked if an estimate on refurbishing the old décor could be obtained before the February Town Council meeting and Ms. Westbrook agreed that she could work toward that goal.
  - Ms. Bradley stated that she did not prefer the wreath option and expressed concern that, without adequate conditioned storage, the wreaths could deteriorate quickly. She noted that she preferred silhouette-style pole decorations similar to those used in White Stone and Kilmarnock, as they looked cleaner and would be easier to store.



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- During further discussion, it was noted that if the Town purchases new decorative elements, the installation contractor would need to modify or replace the existing pole-mounted hardware. This would represent a one-time cost outside the scope of the current contract. The specific cost would need to be determined when the Town selects the décor to be purchased.
- As an addendum to the conversation on holidays, Mr. Nunnally noted that Ms. Bradley made an exceptionally good elf and that the Christmas Eve celebration was enjoyed by attendees. Ms. Bradley also thanked the Ransone family, who donated candy and provided Santa.
- Storage for holiday décor, *J. Harris*

**Motion made by W. Nunnally to authorize the Town Clerk to secure temporary storage for town property, as needed, if the purchase of new holiday décor necessitates additional or different storage.**

**Seconded by M.C. Bradley.**

**Motion carried 5-0-1. Van Saun absent.**

- Update from the Budget and Finance Committee, *M.C. Bradley*
  - Ms. Bradley reported that the budget development process was underway. The budget schedule adopted at the December meeting has been distributed. During January, the Committee would be identifying vendors and companies for which updated contracts would be required and would prepare materials for submission to the Planning Commission. The capital budget format would also be revised to improve clarity and usability, with an updated version to be shared at a future date.
  - A standing Budget and Finance Committee meeting schedule was established for the first Tuesday of each month at 2:00 PM. The next meeting scheduled would be February 3rd. Members of the public, Town Council, and Planning Commission were invited to attend. The committee would review the current status of the budget and begin identifying outstanding questions, issues, and gaps.
  - The Town was also considering the engagement of a local bookkeeper and/or the hiring of a local Town Treasurer. Several potential budget adjustments had been identified, including a charitable contribution to the Rescue Squad, an allocation of \$15,000 for professional engineering services to establish an on-call agreement with a firm (such as AES Consulting Engineers), and funding for the installation of a backboard on the tennis court and a basketball hoop on the Town Commons. Planning would also begin for routine replacement of pickleball nets, an increase in



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the parade coordinator's hours for the July 4th parade, an expansion of the parade budget in anticipation of the United States' 250<sup>th</sup> anniversary, and increased charitable donations.

- Ms. Bradley concluded by mentioning that the Committee would continue refining the budget documentation, particularly the capital budget section, to provide a more comprehensive and easily understandable presentation of the Town's financial position.
- Mr. Nunnally praised the Committee's efforts and Ms. Bradley's leadership in managing the Town's finances and requested that the Town develop a budget that would eliminate the real estate tax.

**M. NEW BUSINESS**

- Motions or recommendations by Town Council Members
  - For this item, as a point of clarity, Mr. Nunnally requested that the Mayor consider revising the standing agenda item on future agendas to provide clearer parameters. He suggested limiting Council motions or recommendations to matters previously discussed during the meeting or directly related to agenda items.
  - Other Council members indicated they were less concerned with the standing agenda item, stating that any motion, including those introduced as new topics, would still require discussion before any vote could occur.
- Renewal of Atlantic Union Bank CD ending in 2928 (Lockey), Atlantic Union Bank CD ending in 3223 (Bike Trail), Atlantic Union Bank CD ending in 3029, and Atlantic Union Bank CD ending in 2725.

**Motion made by M.C. Bradley to renew all four Atlantic Union CDs at their current terms (all at six-months, except 2725 at three-months).**

**Seconded by W. Nunnally.**

**Motion carried 5-0-1. Van Saun absent.**

- Annual Readoption of the Town's Remote Participation Policy

**Motion made by W. Nunnally to pass Resolution #2026-01.TC (resolution re-adopting the Town's Remote Participation Policy).**

**Seconded by F. Westbrook.**

**Motion carried 5-0-1. Van Saun absent.**





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- Annual Review of the Town Code of Conduct

**Motion made by W. Nunnally to readopt the Town Code of Conduct.**

**Seconded by F. Westbrook.**

**Motion carried 5-0-1. Van Saun absent.**

- Reappointment of the Town's Public Officials

As required by the Town Charter, "following each regular municipal election and organization of the council, or as soon thereafter as may be practicable, the town council shall elect a town clerk, a town treasurer, a town attorney and a code enforcement officer."

- Reappointment of the Town Clerk (Charles Dyson)

**Motion made by W. Nunnally to reappoint Charles Dyson as the Town Clerk.**

**Seconded by F. Westbrook.**

**Motion carried 5-0-1. Van Saun absent.**

- Reappointment of the Town Treasurer (the firm of Robinson, Farmer, Cox Associates)

**Motion made by F. Westbrook to reappoint the firm of Robinson, Farmer, Cox Associates as the Town Treasurer.**

**Seconded by P. Robinson.**

**Motion carried 5-0-1. Van Saun absent.**

- Reappointment of the Town Attorney (the firm of Sands Anderson)

**Motion made by P. Robinson to reappoint the firm of Sands Anderson as the Town Attorney.**

**Seconded by W. Nunnally.**

**Motion carried 5-0-1. Van Saun absent.**

- Reappointment of the Code Enforcement Officer (Justin Nelson)

**Motion made by W. Nunnally to reappoint Justin Nelson as the Town's Code Enforcement Officer.**

**Seconded by F. Westbrook.**

**Motion carried 5-0-1. Van Saun absent.**



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**N. ANNOUNCEMENTS**

- Next Town Council Regular Called Meeting will be February 12<sup>th</sup>, 2026; at Irvington Baptist Church. Meeting will include the annual workshop on FOIA/COIA with the Town Attorney (for both Council and Planning Commission) starting at 5:30 p.m. The Regular Called Meeting will begin at 6:30 p.m.
- The Town Office will be closed on January 19<sup>th</sup>, 2026 in observance of Martin Luther King, Jr. Day.

**O. ADJOURN – 7:20 PM**

**Motion made by W. Nunnally to adjourn.**

**Seconded by F. Westbrook.**

**Motion carried 5-0-1. Van Saun absent.**