



**TOWN OF IRVINGTON, VIRGINIA  
TOWN COUNCIL REGULAR MONTHLY MEETING MINUTES  
IRVINGTON BAPTIST CHURCH  
THURSDAY, February 12, 2026; 6:30 p.m.**

**AGENDA –**

**A. CALL TO ORDER – 6:30 p.m.**

**B. ROLL CALL**

M.W. Cline, present

W. Nunnally, present

F. Westbrook, present

P. Robinson, present

S. Van Saun, present

M.C. Bradley, present by Zoom, calling from Turks and Caicos, due to vacation/travel.

J. Harris, present

**C. APPROVE AGENDA**

**Motion made by W. Nunnally to approve the agenda.**

**Seconded by P. Robinson.**

**Motion carried unanimously.**

**D. APPROVE MINUTES**

- January 8, 2026 Town Council Regular Called Meeting  
**Motion made by F. Westbrook to approve the agenda.**  
**Seconded by P. Robinson.**  
**Motion carried 5-0-1. Van Saun abstained.**

**E. FINANCIAL REPORT**

- Treasurer's Report

**F. PUBLIC COMMENT**

- Comments from citizens on any topic.
  - Heather Sheehan and Steve Kimmeth (Irvington Village Improvement Association):
    - Ms. Sheehan, Farmers Market Manager, requested that the Town consider scheduling the July 4th parade at a time other than the morning of the 4th, when the July Farmers Market is also scheduled. She expressed concern that holding both events simultaneously could create parking challenges, reduce market attendance, and prevent vendors from being able to leave their booths to observe the parade.
    - Mr. Kimmeth suggested that either the morning of July 3rd or the afternoon of July 4th would be suitable alternatives. He noted that hot and humid conditions are likely throughout the day, and therefore weather concerns should not preclude an afternoon event.



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He further stated that the Farmers Market typically concludes and vendors have vacated the area by approximately 2:00 p.m., which would allow attendees to participate in both events if the parade were scheduled later in the day on the 4th.

- Regarding parking logistics, Ms. Westbrook inquired whether vehicles parked near local restaurants by Farmers Market attendees might inadvertently remain along the parade route. Ms. Sheehan responded that advance signage could be placed along King Carter Drive to notify the public of road closures and parking restrictions associated with the scheduled start times of the events.

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

- The Mayor noted that her focus in the last month had been on preparing for the 2026 Committee Structure discussion, which would happen later in the meeting.

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

- No report.

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

- Mr. Nelson reported that there were a few bills under consideration at the General Assembly that he was monitoring in terms of their potential impact on the town. He also noted that the town's process for Conditional Use Permits would be changing slightly based on guidance from the Town Attorney.

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

- Mr. Chapman reported that the CUP 2025.Lightfoot application to operate a short-term rental (STR) was unanimously approved by the Planning Commission.
- He also noted that during its February meeting, the Planning Commission spent time discussing vested rights under Virginia Code § 15.2-2307. The discussion arose from questions about how potential changes to the zoning code could affect previously approved applications. The Commission understood that state law protects approvals granted prior to such changes.

**K. OLD BUSINESS**

- Conditional Use Permit application 2025.Lightfoot (26 Galley Hook Dr) – 2<sup>nd</sup> Reading and Vote
  - Mr. Nelson noted that Mary Burgess was named the local manager for the proposed STR. He also mentioned that if this STR is approved, this would be number 33 towards the town's cap of 35.



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**Motion made by F. Westbrook to approve Conditional Use Permit application 2025.Lightfoot.  
Seconded by W. Nunnally.  
Motion carried unanimously.**

- Discussion of the 2026 Committee Structure
  - Mayor Harris presented a proposed committee structure for calendar year 2026. The proposed committees included Budget & Finance; Town Operations; Public Safety & Public Events; Facilities; and Codes & Charter. Council briefly discussed whether the Codes & Charter Committee should include all members of Council due to the nature of the subject matter; however, it was ultimately decided that it would be established as a committee composed of select members. To facilitate the organization of committee assignments, the Mayor asked Council members to submit their committee preferences by February 19. She noted that she, the Vice Mayor, and staff would review the submissions and that she would then recommend appointments, with the goal of accommodating members' preferences to the extent possible.
  
- Continued discussion of seasonal pole décor and flags
  - Ms. Westbrook presented an estimate from American Flags Express for the purchase of 40 new flags and poles for the town. She noted that this company provides flags for Presidents, the armed forces, and embassies. She also noted that their flags were all made in America, had UV protection, and were reinforced for high-wind areas. For 40 flags and poles, the total estimated cost was \$4,644.63.
  - Mr. Robinson asked if spares could be purchased and if the poles would fit in the town's current hardware. Ms. Westbrook confirmed that the estimate could be adjusted to add 10 more flags and poles. She estimated that would add a cost of 25% more (bringing the total to about \$5,800), and she confirmed that the poles should fit the town's current holders.

**Motion made by W. Nunnally to approve purchasing new flags and poles from American Flags Express and increasing the purchase amount to 50 flags and poles.  
Seconded by P. Robinson.  
Motion carried unanimously.**



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**Motion made by P. Robinson to properly dispose of the old flags.  
Seconded by W. Nunnally.  
Motion carried unanimously.**

- Regarding new Christmas Décor, Ms. Westbrook explained that in her conversations with Mosca Design, it was determined that the company makes a lantern-style pole decoration that looks almost identical to the town's current decorations. If the town were to purchase 40 of them, the total would be \$40,188.
- In discussion, it was recommended that the town order 46 of the items, to ensure there were spares for the future. M.C. Bradley confirmed that the current year's budget included funding that would cover purchasing spare decorations.

**Motion made by W. Nunnally to approve purchasing 46 new lantern-style pole decorations (with included bracket hardware) from Mosca Design.  
Seconded by P. Robinson.  
Motion carried unanimously.**

**L. NEW BUSINESS**

- Motions or recommendations by Town Council Members

**Motion made by P. Robinson to appropriate \$50,000 for expenses related to the procurement, mounting, and storage of the new Christmas pole decorations.  
Seconded by W. Nunnally.  
Motion carried unanimously.**

- As a recommendation, Mr. Nunnally requested that the Town Council seriously consider purchasing or building its own Town Office. He asked the Mayor to form a committee to bring recommendations back to Council.
- In discussion, it was decided that this would be a topic for the upcoming Facilities Committee to consider further. Simultaneously, the Planning Commission should be identifying its priorities for the FY 2026-27 Capital Expenses, and would be asked to consider the topic of the Town Office.



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- Renewal of Blue Ridge Bank CD 3235 and Chesapeake Bank CD 7881  
**Motion made by S. Van Saun to renew the two bank CDs with their current terms.**  
**Seconded by W. Nunnally.**  
**Motion carried unanimously.**
  
- July 4<sup>th</sup> parade date
  - Following brief discussion of whether the parade should be held on July 3<sup>rd</sup> or July 4<sup>th</sup>, Council reached consensus to hold the event on July 4<sup>th</sup>. The date was chosen to accommodate those traveling into town on July 3<sup>rd</sup> and to recognize the nation's 250<sup>th</sup> anniversary.

**Motion made by W. Nunnally to hold the July 4<sup>th</sup> parade on the afternoon of July 4<sup>th</sup> (sometime after the Farmers Market).**  
**Seconded by P. Robinson.**  
**Motion carried unanimously.**

**M. ANNOUNCEMENTS**

- Next Town Council Regular Called Meeting will be March 12<sup>th</sup>, 2026; at Irvington Baptist Church, 6:30 p.m.
- In the November 2026 election, four seats on the Town of Irvington Council will be filled. Three candidates will be elected to four-year terms, and one candidate will be elected to a two-year term. Prospective candidates must file with the Lancaster County Office of the General Registrar no later than June 16, 2026, and must designate on their filing documents whether they seek a four-year or two-year term. Prospective candidates should confirm filing requirements with the Lancaster County Office of the General Registrar.
- The Town Office will be closed on February 16<sup>th</sup>, 2026 in observance of Washington's Birthday/Presidents' Day.

**N. ADJOURN - 7:25 p.m.**

**Motion made by W. Nunnally to adjourn.**  
**Seconded by S. Van Saun.**  
**Motion carried unanimously.**