



**TOWN OF IRVINGTON, VIRGINIA  
TOWN COUNCIL REGULAR MONTHLY MEETING MINUTES  
IRVINGTON BAPTIST CHURCH  
THURSDAY, March 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  
M.C. Bradley, present  
S. Van Saun, present  
J. Harris, present

**C. APPROVE AGENDA**

**Motion made by F. Westbrook to approve the agenda.  
Seconded by P. Robinson.  
Motion carried unanimously.**

**D. APPROVE MINUTES**

- February 12, 2026 Town Council Workshop  
**Motion made by M.C. Bradley to approve the February 12, 2026 Town Council Workshop Minutes.  
Seconded by W. Nunnally.  
Motion carried 5-0-1. Robinson abstained.**
- February 12, 2026 Town Council Regular Called Meeting  
**Motion made by P. Robinson to approve the February 12, 2026 Town Council Regular Called Meeting Minutes.  
Seconded by W. Nunnally.  
Motion carried unanimously.**

**E. FINANCIAL REPORT**

- Treasurer's Report accepted.

**F. PUBLIC HEARING**

- Roll Call for Planning Commission  
Present: S. Strait, V. Ralls, and D. Clarke  
Absent: T. Chapman, J. Taylor, R. Fuller, and M. Smith  
*As the Planning Commission lacked a quorum, the public hearing was specific only to Town Council. Planning Commission was asked to hold their own public hearing on the application at their next Regular Called Meeting.*



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- Joint Public Hearing:  
Conditional Use Permit application 2026.Coleman (55 York Rd) - 1<sup>st</sup>  
Reading
  - Mr. Nelson explained that this was an application to run a Short-Term Rental. If approved, this would be the 32<sup>nd</sup> in town (counted towards the cap of 35).
  - Mr. Dyson read an email from D. Jackson (Virginia Rd), expressing Ms. Jackson's opposition to the STR application. She believed it did not fit into the character of the neighborhood, that it would increase traffic, and also negatively impact the limited parking.
  - Ms. Westbrook asked Mr. Nelson how many other STRs were in that neighborhood. Mr. Nelson knew of only one other in the vicinity (but not on the same street).

**G. PUBLIC COMMENT**

- Comments from citizens on any topic.
  - B. Cronheim (of Entertainment Systems Corporation – a town vendor):  
Mr. Cronheim noted that his company had, for three years, been contracted with putting up and taking down the seasonal flags and Christmas decorations for the town. He spoke to share his opinion that the town should consider putting a storage shed on the Town Commons in lieu of renting a storage unit. He believed that over time the shed would pay for itself.

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

- Mayor Harris gave a brief report on the activity of the Deputies, noting they had been working 60 hours a month and would increase to 80 hours per month in April, May, and June. In February, an arrest for driving on a suspended license was issued.

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

- Ms. Kemp reported that several measures under consideration by the General Assembly could potentially impact local governments. She will provide an update on any legislation that advances to the point of being signed by the Governor.

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

- Mr. Nelson reported that he was also monitoring the activity at the General Assembly and would remain in communication with Ms. Kemp on any issues that could impact Irvington.



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

- No report.

**L. COMMITTEES (initial reports or check-ins, if needed)**

- Budget & Finance Report, *M.C. Bradley*
  - Ms. Bradley reported that B&F would continue to meet monthly and they were developing the FY 2026-27 budget. A budget workshop would be held to present the draft next month, and it would be made available on the town website.
- Codes & Charter Report, *W. Nunnally*
  - No report.
- Facilities Report, *S. Van Saun*
  - Ms. Van Saun reported on a meeting with the Alliance for the Chesapeake Bay that she, Ms. Bradley, the Mayor and Mr. Nelson attended. The Alliance reviewed the Green Infrastructure Action Plan developed for Irvington through a no-cost partnership secured by Ms. Bradley. The plan provides recommendations for mitigating stormwater issues on the Town Commons. Ms. Van Saun noted that the next step would be for the Facilities committee to review the recommendations and bring proposed actions to Council.
- Public Safety and Events Report, *M.W. Cline*
  - On behalf of Ms. Cline, the Mayor reported that planning for the July 4th Parade was progressing. The Shriners have confirmed their participation despite the change in parade time. The Committee is coordinating with the Village Improvement Association to explore extending food truck hours to bridge the gap between the close of the market and the start of the parade, and is also considering children's activities or live music during that time.
- Town Operations Report, *F. Westbrook*
  - Ms. Westbrook requested confirmation on whether or not the funds for the new flags for the town's electric poles required a separate appropriation. Ms. Bradley clarified that the purchase was covered under the operating budget approved at the start of the fiscal year.



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**M. OLD BUSINESS**

- Resolution 2026-02 (Formalizing the New Standing Committees' Membership and Portfolios)

**Motion made by F. Westbrook to adopt Resolution 2026-02 (Formalizing the New Standing Committees' Membership and Portfolios).**

**Seconded by W. Nunnally.**

**M.C. Bradley – Aye**

**M.W. Cline – Aye**

**W. Nunnally – Aye**

**P. Robinson – Aye**

**S. Van Saun – Aye**

**F. Westbrook - Aye**

**Motion carried 6-0-0.**

**N. NEW BUSINESS**

Motions or recommendations by Town Council Members

**Motion made by F. Westbrook to approve the staff getting formal badges for site visits or times when staff are travelling (to come from the Office Expenses line item in the Operating Budget).**

Following discussion, it was decided that the motion did not need authorization or a vote, as this was something already covered by the approval and appropriation of the operating budget at the start of the fiscal year. Worth noting here, however, is that the full Council appeared to express support for the staff purchasing the recommended items.

**O. ANNOUNCEMENTS**

- Next Town Council Regular Called Meeting will be April 9<sup>th</sup>, 2026; at Irvington Baptist Church, and will include a workshop on the budget starting at 5:30 p.m. with the Regular Called Meeting starting at around 6:30 p.m.

**P. ADJOURN – 6:55 p.m.**

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

**Seconded by P. Robinson.**

**Motion carried unanimously.**