



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING MINUTES
IRVINGTON BAPTIST CHURCH
THURSDAY, April 9, 2026; 6:30 p.m.**

AGENDA –

A. CALL TO ORDER – 6:30 p.m.

B. ROLL CALL

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

C. APPROVE AGENDA

**Motion made by W. Nunnally to approve the agenda.
Seconded by S. Van Saun.
Motion carried unanimously.**

D. APPROVE MINUTES

- March 12, 2026 Town Council Regular Called Meeting
**Motion made by F. Westbrook to approve the March 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: T. Chapman, S. Strait, J. Taylor, D. Clarke, and R. Fuller
Absent: V. Ralls and M. Smith
- Joint Public Hearing:
 - CUP Resolution 2026.Reynolds – a resolution related to a Conditional Use Permit application for redevelopment within the RPA and rezoning from M1 to R1 at 49 & 96 Reynolds Landing.
 - Mr. Nelson introduced the application to Council and noted that for the redevelopment in the RPA, the application proposed reducing the impervious square footage from 8,600 to 7,600.



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- Ms. Bradley asked if there was a legal reason not to support the application. Mr. Nelson confirmed that he believed they have the legal ability to remove and replace the impervious square footage.
- Ms. Westbrook asked about the proposed guest house.
- Mr. Nelson noted that as the structure would be on a separate tax map property (the application covered two properties), the second house is really a house on its own tax parcel.
- Ms. Bradley asked if Mr. Nelson had heard from any neighbors.
- Mr. Nelson said no neighbors had objected, but a few had expressed concerns related to the construction and parking of work vehicles during the project. Mr. Nelson believed this is something that could be worked out.
- Ms. Bradley suggested that a condition could be added that simply says that construction vehicles must be parked within the boundaries of the property.
- The Mayor then asked for comments from the public.
- Mr. Chapman (resident of Old Mill Cove and Chair of the Planning Commission) asked Mr. Nelson to elaborate more on the topic of setbacks, as it was his understanding that the Board of Zoning Appeals would need to approve a change to the setbacks in order for the project to move forward. The property is not wide enough to comply with the 25' setbacks, he noted.
- Mr. Nelson affirmed this was the case, but noted that this issue would not be a condition of the CUP, as only the Board of Zoning Appeals can grant a variance on the side setback. So, it was Mr. Nelson's perspective that this was not a subject for Town Council to consider.

G. PUBLIC COMMENT

- Comments from citizens on any topic.
 - H. Sheehan (Railway Road): Ms. Sheehan stated that she and her husband, P. Robinson of the Town Council, through the LLC "Crispy Concepts," had recently purchased property at 182 King Carter Drive consisting of two separately platted parcels adjacent to the Steamboat Era Museum and the Town Commons. She explained that one parcel, identified as 33-440, is a vacant lot of approximately two-thirds of an acre located behind the museum and noted that the Town had previously expressed interest in acquiring it.

Ms. Sheehan indicated that Crispy Concepts was willing to sell the vacant parcel to the Town for the purchase price of \$85,000, plus \$5,755 to cover



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the cost of relocating and burying an existing propane tank that services the adjacent residence.

She further stated that if the Town submits an offer under these terms by May 15, 2026, she and her husband would be receptive; otherwise, they intend to pursue other options for the property.

- L. James and C. Wright (representing Bay FM): Ms. James stated that she and Mr. Wright attended the meeting to encourage Town support for an upcoming Bay FM initiative. Mr. Wright explained that the station plans to highlight eight local communities over several weeks during the summer, beginning around July 4. Each community would be featured for one week, with programming focused on local stories, history, and current activities, culminating in a live broadcast of the station's morning show from the community on that week's Friday, potentially using a tent or portable stage. He noted that the effort would include engagement with local businesses and residents and is intended to promote and bring positive attention to participating communities.

Ms. James added that local officials and community representatives, such as the Mayor or Business Association leadership, may be invited to participate. She further noted that Irvington is being considered as a potential kickoff location to coincide with the Town's July 4th parade and/or the US Air Force Band concert scheduled for June 27.

- S. Kimmeth (Cedar Cir and representing the Village Improvement Association): Mr. Kimmeth reported that the United States Air Force Band has agreed to perform at the Town Commons on June 27. He noted that formal approval of the event date is included on the Council's agenda for later in the meeting and expressed appreciation to the Town, in advance, for allowing the Village Improvement Association to host the concert again.
- G. Scott (acting CEO of the Boys and Girls Club of the Northern Neck): Mr. Scott provided an overview of the organization's programs and services. He stated that the Club serves approximately 120 youth daily at its Lancaster County location, including 17 from Irvington, and focuses on workforce readiness, mentorship, and enrichment activities.

Mr. Scott emphasized the organization's reliance on volunteers and community support, including contributions from Irvington residents, noting that Mr. Nunnally was involved in founding the Lancaster club. He



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invited Council members to visit the Kilmarnock facility to observe programming firsthand and highlighted initiatives such as career preparation, educational activities, and youth engagement programs. He added that additional volunteers are needed and encouraged interested Irvington residents to consider getting involved.

He noted ongoing funding challenges, particularly related to after-school programming, and requested consideration of local financial support, suggesting a contribution of \$2,000. He offered to provide additional information and answer questions as needed. *(as follow up to this public comment, Mr. Robinson requested the BGCNN request for support be added to a future agenda for Council, and it was determined that this could be revisited at the June meeting following the adoption of the FY26-27 budget).*

- O. Lanier (Executive Director of the Steamboat Era Museum): Mr. Lanier invited Council members and attendees to the Museum's donor and member "sneak peek" event scheduled for April 24th from 5:00 to 7:00 p.m., featuring a new exhibit on historic amusements along the Bay and attractions in Irvington and White Stone, as well as the role of steamboats in regional tourism. He also announced that the annual Crab Festival will take place on September 19th and noted that Council would hear more from him in the future regarding the town's annual support of the event. Additionally, he highlighted a partnership with the Tides Inn to provide a mobile app offering a self-guided walking tour of Irvington's historic sites and noted that the Museum would reopen for the season on May 1st.

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

- Mayor Harris reported that the newly formed committees have begun their work and expressed appreciation to the committee chairs for their efforts to date.

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

- Ms. Kemp reported that she had no update at this time but stated that, following the Governor's action on legislation from the 2026 General Assembly, she will review and report back on any measures affecting Irvington.

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

- Regarding permits, Mr. Nelson reported activity including the demolition of a residence at tax map #33-243 (20 Crosstrees Lane), a renovation at 55 York Road, tree removal within the RPA at 22 Waller, and construction of a carport at 413 The Lane.



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- He also referenced the Conditional Use Permit (CUP) application for redevelopment within the RPA at 49 & 96 Reynolds Landing Road (subject of the public hearing), and noted that he had conducted multiple site visits with members of the Planning Commission, Town Council, and Board of Zoning Appeals.
- Last, Mr. Nelson asked for volunteers to help the staff unload the new Christmas decorations when they arrive from the manufacturer in May.

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

- Mr. Chapman reported that the Planning Commission had recommended approval of CUP Resolution 2026.Coleman by a 7-0 vote. He also stated that the Capital Improvement Plan had been reviewed, updated, and approved for submission to the Council's Budget and Finance Committee. Regarding the possibility of purchasing or building a Town Office, he noted that the Planning Commission recommended that the Town develop a plan to have an alternative by the time the lease on the current office expires.
- He further noted that the Commission continues to discuss potential amendments to Chapter 154 of the Town Code, including revisions to language related to B-1 Apartments, and he asked the Town staff to review proposed language with the Town Attorney. Additionally, the Commission reviewed its meeting attendance requirements at the recent meeting.

L. COMMITTEE REPORTS

- Budget & Finance Report, *M.C. Bradley*
 - The committee had no further report beyond what was covered by the workshop.
- Codes & Charter Report, *W. Nunnally*
 - Mr. Nunnally noted that he would be in touch with Mr. Chapman related to the PC's proposed changes to Chapter 154 of the Town Code.
- Facilities Report, *S. Van Saun*
 - Ms. Van Saun reported that the facilities committee had held its first meeting on April 2nd and established priorities, including addressing stormwater drainage on the Town Commons, and building new sidewalks in West Irvington (where a meeting to discuss this further with VDOT was being scheduled). The committee also planned to develop a sidewalk report detailing the condition of all sidewalks in town, to inform plans to address necessary repairs going forward. Ms. Van Saun noted that the committee all agreed that a permanent solution for the town holiday décor is a number one priority. The committee also recommended purchasing a basketball hoop and tennis backboard for the Commons.



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- Public Safety and Events Report, *M.W. Cline*
 - Ms. Cline reported that the priority for safety committee would be traffic calming measures. She also noted that the July 4th parade planning was underway and there would be an upcoming planning meeting to talk about special things the town could do related to the 250th Anniversary of the nation. The Illuminate Irvington committee had also started meeting and had set a tentative date of December 3rd, with new plans to extend activities throughout the month of December this year. The committee discussed the Deputy Program and provided the Deputies with specific dates that the town wished for law enforcement officers to be present (such as the Farmers' Market dates). They also discussed asking the Deputies to start monitoring the issue of minors driving golf carts on public roads in town.
- Town Operations Report, *F. Westbrook*
 - No report.

M. OLD BUSINESS

- CUP Resolution 2026.Coleman – a resolution to approve a Conditional Use Permit Application for a Short-Term Rental at 55 York Rd – 2nd Reading & Vote
 - Mr. Nelson reminded everyone that the associated application was to operate an STR.

**Motion made by P. Robinson to adopt CUP Resolution 2026.Coleman.
Seconded by S. Van Saun.
Motion carried unanimously.**

- Quick Refresher on Committee Meeting Guidelines, *C. Dyson*
 - With the onset of several new standing committees, Mr. Dyson took a moment to briefly remind the assembly of the requirements for meetings related to the Virginia Freedom of Information Act and the Town's established procedures. The meeting packet also included a guideline handout that Council and Planning Commission were asked to continue to use as a reference.

N. NEW BUSINESS

- Motions or recommendations by Town Council Members

Motion made by P. Robinson to ask staff to solicit bids for the purchase and installation of a tennis backboard, basketball backboard/hoop, and the painting of striping around the hoop.



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**Seconded by M.C. Bradley.
Motion carried unanimously.**

- Separately from the motion, Mr. Robinson asked if any formal action needed to be taken to get the pin oak mulched, and Ms. Bradley noted that the appropriated Operational Budget had allowance for maintenance on the Town Commons. She explained that the Town just needed to ask the landscaping company to initiate the work. Ms. Van Saun said she would work with Town Staff to follow up.

Motion made by S. Van Saun to initiate steps for writing a contract to purchase lot 33-440. *(Additions to the motion, based on the subsequent discussion, included stating that the contract would include payment up to \$95,000 for purchase of the property and movement of the oil tank, and would include a title search and title insurance. It would also be reviewed by the Town Attorney before any further steps).*

Seconded by M.C. Bradley.

- During discussion of the motion, Ms. Bradley stated that she considered Crispy Concepts' offer to sell the property to the Town to be very generous and noted that the parcel was well suited for the Town's needs, including the potential construction of the storage and restroom facility previously discussed by the Town.
- Ms. Westbrook commented that the location was ideal for the proposed use and requested that the purchase price be included in the motion.
- Mr. Nunnally stated that he agreed with Ms. Bradley and Ms. Westbrook - that the purchase represented a valuable opportunity for the Town.
- The Mayor asked that the Town Attorney be asked to review the contract after it was drafted.
- Ms. Kemp agreed to review it once it was drafted and also recommended that the Town obtain a title search and title insurance.
- Ms. Van Saun amended her motion in response to the discussion.

Roll Call Vote:

W. Nunnally, yes

F. Westbrook, yes

S. Van Saun, yes

M.C. Bradley, yes

M.W. Cline, yes

P. Robinson, abstain

Motion carried 5-0-1.



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- Renewal of Atlantic Union Bank CD 2725

Motion made by F. Westbrook to renew the CD with the same term (3 months).

Seconded by S. Van Saun.

Motion carried unanimously.

- Donation to the Kilmarnock Volunteer Rescue Squad

Motion made by M.C. Bradley to make a \$5,000 donation to the Kilmarnock Volunteer Rescue Squad.

Seconded by W. Nunnally.

Motion carried unanimously.

Motion made by F. Westbrook to appropriate \$5,000 from the Charitable Donations line of the 'Community Support & Tourism Promotion' budget, to support the gift to the Rescue Squad.

Seconded by S. Van Saun.

Motion carried unanimously.

- Revised Contract with Robinson, Farmer, Cox Associates.

Motion made by W. Nunnally to accept the revised contract from Robinson, Farmer, Cox Associates, related to their role as Town Treasurer.

Seconded by P. Robinson.

- In discussion, Ms. Westbrook noted that she would like the Town to continue looking at local options to fill the Treasurer role and explained that she might have the Operations and Human Resources Committee pursue that topic again. However, she noted that she would talk to the Budget and Finance committee first.

Motion carried unanimously.

Approval of US Air Force Band Concert on the Town Commons: Saturday, June 27 at 6:30 p.m.

Motion made by W. Nunnally to approve the VIA's request of using the Town Commons for the US Air Force Band Concert on Saturday, June 27.

Seconded by P. Robinson.

Motion carried unanimously.



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O. ANNOUNCEMENTS

- Next Town Council Regular Called Meeting will be May 14th, 2026; at Irvington Baptist Church at 6:30 p.m.

P. ADJOURN – 7:32

Motion made by W. Nunnally to adjourn.

Seconded by F. Westbrook.

Motion carried unanimously.

DRAFT