Meeting Minutes

Facilities Committee, Irvington Town Council

Thursday, July 30, 2026, 12:30 pm at the Town Office

In attendance: Committee Members - Sam Van Saun, Phil Robinson, Wayne Nunnally
Others – Town/Zoning Administrator Justin Nelson, Resident Judy Penniman

West Irvington sidewalk project:

- The intended first segment for this project is approximately 1300 linear feet of sidewalk, stretching along the east side of King Carter Dr from the turn at the Tides Inn, extending south to a point across from the intersection with Hundley Lane. This is the most hazardous part of King Carter Dr for pedestrians and bicyclists.

- The 1960 VDOT drawings of King Carter Dr indicate there used to be a sidewalk where the new one will go.

- Aqua has agreed to provide the easements on their property necessary for the project as long as the town includes the Aqua driveway in the project, which would be required anyway.

- Phil asked David Beale with VDOT if they have any initial objection - assuming design, drainage, and permit considerations were worked out - to converting five feet of the northbound lane back to a concrete sidewalk and curb. David Beale responded that he doesn't have a problem with the concept. The plan will have to make sure to meet road width minimums as well as buffer strip and sidewalk width minimums. He also said it would be good to develop a typical section to see what there is room for and if the project would need any design waivers.

- The owner of Mint Julep has agreed to provide an easement for the part of the sidewalk on his property so all easements that would be needed have been agreed to should the project go forward.

- Next steps:

    1. Walk it to discuss design options, such as a curb.

    2. Once the task order contracts are in place, ask AES for a cross section drawing.

3. Ask AES for estimate for the project. AES has already surveyed it 3 years ago so they have all the data. Eventually, if the project moves forward, we will ask for several bids. This is only the fact gathering stage.

- As with any large project, if this project moves forward, there will be multiple opportunities for residents to engage in the process.

Task Order Contracts: Several design firms are working on providing proposals for task order contracts. Task order contracts allow the town to gather information needed for project proposals without having to go through a formal approval process for every piece of information. The design firm(s) will provide a cost for the task before performing it. These tasks fall under the $15,000 approved budget line item and cannot go over without additional approval. The facilities committee agreed to ask town council members to discuss who will manage requests in the August town council meeting. The committee recommends the line item should be the responsibility of the town administrator in consultation with the chair of the facilities committee.

Newly Purchased Property:

- Current goals for new property include 3-car garage size storage building (+/-1,000 sf), culvert, driveway from Chesapeake Dr to storage building, electricity, water, conduit for internet. Future goals: restrooms & septic field, parking.

- The purpose of purchasing the property was to use it and the Commons as one contiguous property. Although the new property is adjacent to the Commons property, since it has a separate tax map, setbacks apply to both properties and would greatly limit buildable space. The facilities committee recommends removing the boundary between the two properties and recording a new plat. These actions will increase buildable space by about 18%.

- The committee wants to know what kind of zoning is used in other Virginia municipalities for property owned by the municipality and/or for public use. The committee tasked the zoning administrator to investigate.

The next meeting will be scheduled as needed.

Meeting adjourned.