



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING MINUTES
IRVINGTON BAPTIST CHURCH
THURSDAY, June 11, 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
F. Westbrook, present
J. Harris, present
W. Nunnally, absent

C. APPROVE AGENDA

Motion made by P. Robinson to approve the agenda.

Seconded by M.C. Bradley.

Motion carried 5-0-1. Nunnally absent.

D. APPROVE MINUTES

- April 9, 2026 Town Council Workshop on the Budget
Motion made by M.C. Bradley to approve the minutes.
Seconded by S. Van Saun.
Motion carried 5-0-1. Nunnally absent.
- April 9, 2026 Town Council Regular Called Meeting
Motion made by S. Van Saun to approve the minutes.
Seconded by M.C. Bradley.
Motion carried 5-0-1. Nunnally absent.

E. FINANCIAL REPORT

- Treasurer's Reports – Acceptance of both April 2026 and May 2026 reports

F. PUBLIC HEARING ON THE PROPOSED FY 2026-27 BUDGET AND ASSOCIATED ORDINANCES

- Ordinance 2026-01 Readopting the Meals Tax Rate – First Reading
- Ordinance 2026-02 Readopting the Transient Occupancy Tax Rate – First Reading
- Ordinance 2026-03 Readopting the Real Estate Tax Rate – First Reading
- Ordinance 2026-04 Adopting the FY 2026-27 Fee Rate Schedule – First Reading



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- Ordinance 2026-05 Adopting the FY 2026-27 Budget (Budget Attached) – First Reading
 - Ms. Bradley (Town Council) introduced the proposed budget and associated ordinances, noting that there were no changes to the town's tax rates or fees. She explained that, since the April 9 budget workshop, the only revision to the proposed budget was the inclusion of the additional technology costs discussed during the workshop.
 - G. Kuper (Haydon Hall) expressed concerns regarding the proposed budget, stating that he believed the projected expenditures represented an approximately 35% increase over the previous year's budget. He stated that he supported the proposed increase in employee compensation, including potential salary increases for town staff, but questioned the need for increases in other budgeted expenses. He commented that past increases had not historically been fully expended and expressed his belief that they contributed to annual surpluses and the continued growth of the town's reserves.

Mr. Kuper also questioned the need to maintain a reserve of the current size, asking what purpose the reserves were intended to serve, and recommended establishing a cap on the amount of reserves the town should maintain.

Mr. Kuper further commented on the town's real estate tax, stating that it had originally been adopted to reduce the town's financial dependence on the Tides Inn during a period of uncertainty. He stated that he no longer believed those circumstances existed and suggested that the tax should be eliminated.

Finally, Mr. Kuper commented on the town's interest in acquiring real estate, stating that he found it unusual that the property under consideration was not related to obtaining or constructing a town office, which he believed would be the primary reason for the town to acquire property.

G. PUBLIC COMMENT

- Comments from citizens on any topic.
 - M.C. Bradley (speaking on behalf of the Steamboat Era Museum) informed the Council that she is serving as the coordinator for this year's



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Irvington Crab Festival. She stated that, because of her role with the event, she would recuse herself from any Council discussion or action related to the Crab Festival. She announced that the festival is scheduled for September 19 and will feature music from Jumbo Lump Daddy and the Backfin Boys. Ms. Bradley also advised that the Town would again have the opportunity to sponsor the festival or donate items for the auction or raffle. She noted that the Town had sponsored the commemorative crab mallets at the \$2,500 level in previous years. For additional information, she directed Council members and attendees to the festival website:

<https://steamboatermuseum.org/events/crab-festival/>

- C. Dyson (Town Clerk) advised that Council would consider sponsorship of the event at its next meeting, following adoption of the FY 2026–2027 budget.

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

- In recognition of the close of the Town's fiscal year, the Mayor thanked the Council members for their service on Council and its committees, as well as the Town staff for their continued support. She also expressed her appreciation to the Village Improvement Association, July 4th Event Coordinator LuAnne Davis, and the many volunteers assisting with Irvington's Independence Day events. She concluded by noting that it is this spirit of collaboration that makes Irvington a wonderful place.

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

- Ms. Kemp provided a brief update on legislation passed by the 2026 General Assembly. She noted that one significant bill related to accessory dwelling units (ADUs) and affordable housing, and that Council would consider initiating a referral to the Planning Commission to review the legislation and determine whether updates to the Town Code would be necessary. She also highlighted legislation requiring that manufactured homes be permitted in any zoning district where site-built homes are allowed. In addition, she noted that legislation taking effect in 2028 will require sports facilities to have automated external defibrillators (AEDs) on site. Finally, she reported that amendments to the Freedom of Information Act (FOIA) prohibit public bodies from taking final action on items added to an agenda after a meeting has begun, except in emergency situations.



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

- The Town Administrator reported that a dock permit application for 437 The Lane and a zoning permit application for 96 Reynolds Landing had been denied. Approval was granted for the reconstruction of a dock at 90 Railway.
- Mr. Nelson reported that the Virginia Department of Transportation (VDOT) had issued the permit for the July 4th parade.
- The Town received a quotation for painting portions of the playground equipment, with the work expected to begin in the near future.
- Mr. Nelson thanked Steve Strait for assisting the Town Staff in unloading the new Christmas décor when the shipment arrived.

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

- Mr. Chapman reported that the Planning Commission had determined that moving forward, in most cases, separate public hearings would be held during the Commission's regular monthly meetings rather than joint hearings with Town Council.
- He noted that during the public comment in their last meeting, George Kuper asked how the Comprehensive Plan objectives of preserving the Town's working waterfront and village character are being addressed. In discussing the goal of preserving the Town's working waterfront, they noted that market forces have contributed to its decline. The Commission agreed to explore potential grant opportunities and further define what constitutes a "working waterfront."
- The Planning Commission discussed the Comprehensive Plan goal of maintaining Irvington's village character and concluded that existing land use regulations and conditional use permit reviews are currently supporting this objective.
- Mr. Chapman also reported that the Planning Commission elected officers for the upcoming term: Tom Chapman as Chair, Ruth Fuller as Vice Chair, and Vivian Ralls as Secretary.
- The Planning Commission reviewed CUP 2026.Reynolds. Motions recommending approval of the redevelopment within the Resource Protection Area (RPA) and approval of rezoning both parcels from M-1 to R-1 were passed.
- The Planning Commission discussed allowing apartments in the B-1 zoning district. A motion recommending an update to the Town Code to allow apartments above or connected to rear portions of inland building structures, subject to a conditional use permit, was approved. The Commission will work with the Town Clerk and Town Attorney on proposed code updates.
- The Planning Commission initiated discussion regarding state legislation concerning Accessory Dwelling Units (SB531). Steve Strait and Ruth Fuller



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agreed to work on the issue once formally assigned by Town Council.

L. COMMITTEE REPORTS

- Budget & Finance Report, *M.C. Bradley*
 - Ms. Bradley reported that the committee met in May but did not meet in June. She stated that, at the May meeting, the committee reviewed the revised Financial Policy and decided to provide Council with a clean version for review prior to adoption. She noted that the proposed revisions were intended to align the policy with current standards and best practices.
- Codes & Charter Report, *W. Nunnally*
 - No report.
- Facilities Report, *S. Van Saun*
 - Ms. Van Saun noted that the committee did not meet in the prior month, but the next meeting would be Monday, June 15 at 3 p.m. in the Town Office.
- Public Safety and Events Report, *M.W. Cline*
 - Ms. Cline provided an update on planning efforts for the July 4th parade. She reported that key logistical items, including the sound system, portable restrooms, and outreach to past participants, had been completed according to the planned timeline. She noted that marketing efforts were underway and registrations had opened through the Town's website. Ms. Cline thanked LuAnne Davis for coordinating the event and expressed appreciation to Mayor Harris, Justin Nelson, and Charles Dyson for their support with the event planning and guidance.
 - Ms. Cline expressed appreciation to the Irvington Village Improvement Association for its continued collaboration in helping ensure that the Farmers Market and parade provide enjoyable community events for attendees. She encouraged anyone interested in participating to register for the parade.
 - Ms. Cline also announced that the next meeting would be held on June 18th at the Town Office. She noted that the agenda would include discussion of VDOT recommendations regarding the intersection of King Carter and Lancaster Roads.
- Town Operations Report, *F. Westbrook*
 - No report.



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M. OLD BUSINESS

- 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) – 2nd reading and vote
 - Mr. Nelson noted that the application was included in the meeting packet and highlighted that a key consideration was the proposed reduction in impervious surface area from 8,600 square feet to 7,600 square feet. He also stated that he had encouraged the property owner to submit the rezoning application, noting that the narrow configuration of the property made it less suitable for a working waterfront use and that residential zoning would be a better fit for the site.
- Brief discussion and guidance on town code § 31.22: “Action to be by Ordinance or Resolution”, *C. Dyson*
 - Mr. Dyson briefly reviewed a handout included in the meeting packet regarding when motions, resolutions or ordinances were used in meetings. He explained that Council members are encouraged to coordinate with the Town Office in advance of meetings when action items may require a formal decision, particularly those involving financial commitments or other obligations of the Town. He noted that this process is intended to ensure compliance with the Town Code, which requires actions to be formal and taken by resolution or ordinance.
- Resolution 2026-03 Capital Budget Amendment (an inter-line-item transfer)
Motion made by M.C. Bradley to adopt Resolution 2026-03.
Seconded by S. Van Saun.
Roll Call Vote:
F. Westbrook, yes
P. Robinson, abstain
M.C. Bradley, yes
S. Van Saun, yes
M.W. Cline, yes
W. Nunnally, absent
Motion carried 4-0-2.



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- Resolution 2026-04 Authorizing purchase of Lot 33-440 and appropriating funds
Motion made by M.C. Bradley to adopt Resolution 2026-04.
Seconded by M.W. Cline.
Roll Call Vote:
F. Westbrook, yes
P. Robinson, abstain
M.C. Bradley, yes
S. Van Saun, yes
M.W. Cline, yes
W. Nunnally, absent
Motion carried 4-0-2.

N. NEW BUSINESS

- Motions or recommendations by Town Council Members
 - Ms. Cline recommended that the Town consider purchasing an automated external defibrillator (AED) for the tennis courts. Mr. Robinson agreed with the recommendation and suggested that AEDs also be considered for the Town Office and the Baptist Church Fellowship Hall.
- Review of updated Financial Policy, as recommended by the Budget & Finance Committee, *M.C. Bradley*
 - Ms. Bradley asked that Council members review the revised policy prior to the June 18th meeting.
- Resolution 2026-05 Approval and appropriation of funding for the annual Virginia River Realm invoice.
Motion made by S. Van Saun to adopt Resolution 2026-05.
Seconded by M.C. Bradley.
Roll Call Vote:
F. Westbrook, yes
P. Robinson, yes
M.C. Bradley, yes
S. Van Saun, yes
M.W. Cline, yes
W. Nunnally, absent
Motion carried 5-0-1.



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- Resolution 2026-06 Initiating an Ordinance Amendment to update language related to the Town's Zoning Permit Fee

Motion made by P. Robinson to adopt Resolution 2026-06 and refer the issue

to the Planning Commission for their edits and recommendations.

Seconded by S. Van Saun.

Roll Call Vote:

F. Westbrook, yes

P. Robinson, yes

M.C. Bradley, yes

S. Van Saun, yes

M.W. Cline, yes

W. Nunnally, absent

Motion carried 5-0-1.

- Resolution 2026-07 Review of new ADU law and tasking Planning Commission to consider recommendations for changes in the town code as a result of SB531

Motion made by M.W. Cline to adopt Resolution 2026-07 and refer the issue

to the Planning Commission for their edits and recommendations.

Seconded by S. Van Saun.

Roll Call Vote:

F. Westbrook, yes

P. Robinson, yes

M.C. Bradley, yes

S. Van Saun, yes

M.W. Cline, yes

W. Nunnally, absent

Motion carried 5-0-1.

- Resolution 2026-08 Community Support and Tourism Budget Amendment (authorizing several inter-line-item transfers)

- Ms. Bradley explained that, as the fiscal year concluded, this item represented a transfer of funds from line items with unspent balances to line items where expenditures exceeded the original budget. She noted that the adjustment was intended to align the budget with actual spending and more accurately reflect where funds were used.



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Motion made by M.C. Bradley to adopt Resolution 2026-08.

Seconded by S. Van Saun.

Roll Call Vote:

F. Westbrook, yes

P. Robinson, yes

M.C. Bradley, yes

S. Van Saun, yes

M.W. Cline, yes

W. Nunnally, absent

Motion carried 5-0-1.

- Resolution 2026-09 To approve appropriation of community support funds for the 4th of July parade activities.

Motion made by S. Van Saun to adopt Resolution 2026-08.

Seconded by M.C. Bradley.

During discussion, Ms. Bradley asked whether the resolution should reflect the full fiscal year's budget amount or only the remaining funds available for expenditure. Mr. Dyson explained that, because the resolution was intended to approve remaining expenditures as well as formally ratify expenditures previously approved by motion, it appropriately reflected the full fiscal year's budget appropriation.

Roll Call Vote:

F. Westbrook, yes

P. Robinson, yes

M.C. Bradley, yes

S. Van Saun, yes

M.W. Cline, yes

W. Nunnally, absent

Motion carried 5-0-1.

O. ANNOUNCEMENTS

- Mr. Nelson noted that he would be out of the office from July 1 to July 15.
- 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.
- The Town Office will be closed on June 19, 2026 in observance of Juneteenth.



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- The Irvington Board of Zoning Appeals will convene a hearing on Tuesday, June 23rd, 2026 at 4:30 pm. This hearing pertains to an appeal of a denied zoning permit for violation of side setbacks at 96 Reynolds Landing.
- The Town Office will be closed on July 3, 2026 in observance of the Independence Day holiday and the anniversary marking 250 years since the adoption of the Declaration of Independence.
- Irvington July 4th Events:
 - June 27 from 6:30 p.m. to 8:30 p.m. – The United States Air Force Heritage of America Band ~ Live and in Concert on the Town Commons.
 - July 3 from 2 p.m. to 3 p.m. – The Rappahannock River Yacht Club's Boat Parade.
 - July 4 from 9 a.m. to 1 p.m. – Farmers Market on the Town Commons.
 - July 4 from 3 p.m. to 4 p.m. – The Irvington 4th of July Hometown Parade.
- A Special Called Meeting is scheduled for June 18, 2026; 6:30 p.m. in the Irvington Center Conference Room.
- Next Town Council Regular Called Meeting will be July 9, 2026; 6:30 p.m. at Irvington Baptist Church.

P. ADJOURN – 7:13 p.m.

**Motion to adjourn made by P. Robinson.
Seconded by M.C. Bradley.
Motion carried 5-0-1. Nunnally absent.**