



**TOWN OF IRVINGTON, VIRGINIA  
IRVINGTON BAPTIST CHURCH  
TOWN COUNCIL MONTHLY MEETING  
THURSDAY, SEPTEMBER 10, 2020 6:30 PM**

**Agenda**

- A. CALL TO ORDER – *Mayor Bugg***
- B. ROLL CALL – *S. Phillips, Clerk***
- C. APPROVAL OF MINUTES AND ACCEPTANCE OF TREASURER’S REPORTS**
1. August 13, 2020 Meeting Minutes – *tabled until October*
  2. August 2020 Treasurer’s Reports (4)
- D. PUBLIC COMMENT**
- E. REPORT FROM THE ZONING ADMINISTRATOR – *L. Brown***
1. Activity Report
- F. REPORT FROM THE TOWN ATTORNEY – *Nancyellen Keane, Esq.***
1. Activity Report
- G. REPORT FROM THE MAYOR – *Mayor Bugg***
1. Activity Report
- H. OLD BUSINESS**
1. Second reading Resolution 2020-11 TC - *S. Phillips, Town Clerk*
    - Motion to adopt Resolution 2020-11 TC
    - Motion to approve CUP-2020.5\_Forrester
  2. Second reading Resolution 2020-12 TC - *S. Phillips, Town Clerk*
    - Motion to adopt Resolution 2020-12 TC
    - Motion to approve CUP-20200.6\_Pollard
  3. Zoning Administrator job description – *D. Patteson, Chair*
    - Motion to approve amended zoning administrator job description and to direct Mayor Bugg to update zoning administrator contract with amended job description
  4. Discussion of consensus regarding workshop – *F. Westbrook, Chair*
    - Motion to allow Mayor Bugg to be the voting member of the Town as a grant partner; execute contract with vendor chosen by grant partners; appropriate budgeted \$3,000 to the chosen marketing vendor
- I. NEW BUSINESS**
1. Sign permit, Vineyard Grove – *L. Brown Zoning Administrator*
    - Motion to approve sign permit
  2. Motion to authorize use of Town Commons for Farmers Market under existing Contract; October 2020 – *G. Kirkbride, Market Manager*
  3. Motion to authorize the VIA to hold 2020 Turkey Trot subject to conditions
  4. Motion to appropriate October general operating expenses not previously

- appropriated – *S. Phillips, Treasurer*
5. Tennis Court Repairs – *S. Phillips, Clerk*
    - Discuss report from Rennolds Tennis Court Repairs
    - Motion to authorize mayor to execute contract
  6. Repairs to Town Office
    - Motion to authorize Mayor Bugg to execute contract from Ron Bay
  7. Centric Business Solutions
    - Motion to authorize Mayor Bugg to execute lease
  8. Bill Mitchell Signs
    - Motion to approve proposal to repair/replace sign

**J. ANNOUNCEMENTS**

**K. CLOSED SESSION**

1. Pursuant to §2.2-3711A.3 of the Code of Virginia for commercial issues regarding possible temporary or replacement of town office where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Town
2. Pursuant to §2.2-3711A.8 of the Code of Virginia for legal issues concerning certain equipment in R-1

**L. RETURN TO OPEN SESSION**

1. Motion to authorize Mayor Bugg to execute lease
2. Motion to authorize Mayor Bugg to spend up to \$1,000 with insured mover (CARES)
3. Motion to authorize Mayor Bugg to lead efforts related to temporary relocation with staff
4. Motion to authorize the equipment stated in the residents letter to be parked on his property in R-1

**M. ADJOURN**

Town of Irvington, Virginia  
Profit & Loss Budget Performance

August 2020

	Aug 20	Budget	Jul - Aug 20	YTD Budget	Annual Budget
<b>Income</b>					
Fire Grant/State					10,000.00
Bank Franchise Income					10,000.00
Cable TV/Comm Income	169.90	161.00	336.88	335.35	2,200.00
Interest Income	126.69	616.00	254.02	1,239.21	6,000.00
Permit Fees	90.00	100.00	90.00	200.00	1,200.00
Property Rental Fees			500.00		1,000.00
Real Estate Tax - Revenue	35.91	128.48	35.91	128.48	64,239.00
<b>Auto/Golf Tags - Revenue</b>					
Auto/Golf Tags - Collection Fee					
Auto/Golf Tags - Revenue - Other	40.00	80.00	100.00	220.00	10,000.00
<b>Total Auto/Golf Tags - Revenue</b>	40.00	80.00	100.00	220.00	10,000.00
Occupancy Tax	18,242.85	11,838.20	18,463.64	22,610.37	70,000.00
Local Sales & Use Tax	6,069.01	2,428.31	6,069.01	5,150.66	27,000.00
Lokey Funding					2,000.00
Miscellaneous Income					50.00
<b>Total Income</b>	<b>24,774.36</b>	<b>15,351.99</b>	<b>25,849.46</b>	<b>29,884.07</b>	<b>203,689.00</b>
<b>Gross Profit</b>	<b>24,774.36</b>	<b>15,351.99</b>	<b>25,849.46</b>	<b>29,884.07</b>	<b>203,689.00</b>
<b>Expense</b>					
CARES Fund Grant - Expenses	54.27		-35,190.94		
<b>Employee Expenses</b>					
Employee Conference/Sem/Wkshp		425.00		425.00	1,300.00
Employee Bonding			178.00	178.00	178.00
Employer Payroll Taxes	482.80	358.27	965.60	716.44	4,500.00
Wages/Salaries	4,070.83	4,683.33	8,141.66	9,366.66	58,000.00
Workers Compensation Insurance			500.00	500.00	500.00
<b>Total Employee Expenses</b>	<b>4,553.63</b>	<b>5,466.60</b>	<b>9,785.26</b>	<b>11,186.10</b>	<b>64,478.00</b>
<b>Professional Services</b>					
<b>Legal</b>					
One Time Bonus				3,000.00	3,000.00
Legal - Other	1,000.00	1,000.00	1,000.00	2,000.00	12,000.00
<b>Total Legal</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>5,000.00</b>	<b>15,000.00</b>
<b>Total Professional Services</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>5,000.00</b>	<b>15,000.00</b>
<b>Insurance</b>					
Building/Property Insurance			1,433.00	1,474.00	1,474.00
General Liability Insurance			3,451.00	2,715.00	2,715.00
<b>Total Insurance</b>			<b>4,884.00</b>	<b>4,189.00</b>	<b>4,189.00</b>
<b>Public Safety</b>					
Traffic Control/LCSD					10,000.00
ATL Fire Grant					500.00
Code Enforcement					
<b>Total Public Safety</b>					<b>10,500.00</b>
<b>Office Expense</b>					
<b>Other</b>					
Dues & Subscriptions		250.00	433.00	1,019.00	1,200.00
Banking Fees					30.00
Equipment					1,500.00
Repairs & Maintenance	1,010.00		1,573.00	323.00	2,000.00
Janitorial	125.00		125.00	250.00	1,000.00
<b>Computer</b>					
Processing Fees	264.00	204.00	492.00	409.60	3,160.00
Maintenance/Repairs	455.00		735.00		1,000.00
Hardware					500.00
Software					250.00
<b>Total Computer</b>	<b>719.00</b>	<b>204.00</b>	<b>1,227.00</b>	<b>409.60</b>	<b>4,910.00</b>
Postage					500.00
Supplies	648.01	166.36	1,527.97	294.39	1,800.00
Website Maintenance					
Office Expense - Other					
<b>Total Office Expense</b>	<b>2,502.01</b>	<b>620.36</b>	<b>4,885.97</b>	<b>2,295.99</b>	<b>12,940.00</b>
<b>Municipal Expenses</b>					
PP - Collection Fee	4.00	8.00	10.00	22.00	1,000.00
RE Tax Collection Fee	3.59	12.85	3.59	12.85	6,900.00
Codification of Ordinances					1,000.00
Comprehensive Plan					1,000.00
Election Expenses	2,578.29		2,578.29		3,500.00
<b>Total Municipal Expenses</b>	<b>2,585.88</b>	<b>20.85</b>	<b>2,591.88</b>	<b>34.85</b>	<b>13,400.00</b>
<b>Town Council Expenses</b>					
Public Notices	121.88	100.00	772.80	300.00	2,000.00
Conferences/Seminars/Workshops	200.00		308.00		1,000.00
<b>Total Town Council Expenses</b>	<b>321.88</b>	<b>100.00</b>	<b>1,080.80</b>	<b>300.00</b>	<b>3,000.00</b>

	Aug 20	Budget	Jul - Aug 20	YTD Budget	Annual Budget
Planning Commission Expenses					
Public Notices	136.50	100.00	136.50	200.00	1,100.00
Conferences/Seminars/Workshops	246.00		246.00	250.00	750.00
Total Planning Commission Expenses	382.50	100.00	382.50	450.00	1,850.00
Utilities					
Heating Fuel					800.00
Electricity					
Street Lights	1,546.44	775.00	1,546.44	1,550.00	9,100.00
Town Office		90.00		140.00	600.00
Total Electricity	1,546.44	865.00	1,546.44	1,690.00	9,700.00
Internet	91.09	90.25	181.34	180.50	1,100.00
Telephone	95.99	100.00	189.03	200.00	1,200.00
Water	38.28	30.00	56.65	60.00	300.00
Utilities- Recreation	122.75	41.67	141.32	83.34	500.00
Total Utilities	1,894.55	1,126.92	2,114.78	2,213.84	13,600.00
Town Maintenance					
Refuse & Debris Removal	155.70	125.00	155.70	250.00	1,500.00
Grounds/Landscape	925.00	1,555.56	1,655.00	3,111.12	14,000.00
Street Cleaning					
Street Lighting					
Total Town Maintenance	1,080.70	1,680.56	1,810.70	3,361.12	15,500.00
Community Support /Tourism					
Charitable Donations					
Steamboat Era Museum (501c3)					2,500.00
Lancaster Community Library					2,000.00
Fire & Rescue					2,500.00
Total Charitable Donations					7,000.00
Community Events					
Christmas					
Irvington Golf Tourney					2,000.00
July 4th Parade/Concert		777.50		3,951.98	10,000.00
Community Events - Other					
Total Community Events		777.50		3,951.98	12,000.00
Town Commons/Tennis Cts/Gazebo					
Flags/Banners					
Maintenance & Repair					
Hardware					
Flags/Banners - Other					3,200.00
Total Flags/Banners					3,200.00
Steamboat Era Museum		1,200.00	1,200.00	1,200.00	1,200.00
Town WiFi				250.00	500.00
Trolley, Town of Kilmarnock		250.00		250.00	250.00
Virginia River Realm		2,000.00		2,000.00	2,000.00
Mayor's Discretionary Fund		250.00		250.00	750.00
Misc Community Support & Touris					
Total Community Support /Tourism		4,477.50	1,200.00	7,901.98	26,900.00
Reconciliation Discrepancies					
Capital Expenses					
CONTINGENCY FUND					80,000.00
STORAGE SHED					5,000.00
Stump Removal					5,000.00
Common Landscaping					5,000.00
CHRISTMAS LIGHTS & DECORATI...					1,000.00
FLAGS AND BANNERS					5,000.00
Electrical Renovation					1,000.00
TOWN HALL RENOVATIONS					1,000.00
Hardware/Software					5,000.00
Municipal Information					3,000.00
Website Design					5,000.00
INFRASTRUCTURE					10,000.00
Planning/Downpayment					
15 Year Mortgage 400k					
Total Capital Expenses					126,000.00
Total Expense	14,375.42	14,592.79	-5,455.05	36,932.88	307,357.00
Net Income	10,398.94	759.20	31,304.51	-7,048.81	-103,668.00

Town of Irvington, Virginia  
**Balance Sheet**  
As of August 31, 2020

	<u>Aug 31, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
CARES Fund Grant	35,245.21
Chesapeake Bank Money M...	87,404.37
Chesapeake Bank G/O Acco...	36,449.47
Chesapeake Bank - CDs	
CD2712 09/25/20	26,382.48
CD1368 03/21/21	103,170.61
CD2216 03/21/2021	113,487.68
Bike Path_CD7725 12/27/...	5,760.91
Total Chesapeake Bank - CDs	248,801.68
VCB - CD	4,420.12
Total Checking/Savings	412,320.85
Total Current Assets	412,320.85
Fixed Assets	
Buildings/Land	
North Commons	411,200.00
Main Commons	407,900.00
Town Office	85,200.00
Total Buildings/Land	904,300.00
Total Fixed Assets	904,300.00
<b>TOTAL ASSETS</b>	<b><u>1,316,620.85</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	640.97
Total Other Current Liabilities	640.97
Total Current Liabilities	640.97
Total Liabilities	640.97
Equity	
Opening Balance Equity	373,800.00
Retained Earnings	910,875.37
Net Income	31,304.51
Total Equity	1,315,979.88
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,316,620.85</u></b>

10:16 AM  
09/07/20

Town of Irvington, Virginia  
Profit & Loss Monthly/YTD  
August 2020

	Aug 20	Jul - Aug 20
Income		
Cont_Cap_Finan_Plan		
Fire Grant/State		
Bank Franchise Income		
Cable TV/Comm Income	169.90	336.88
Interest Income	126.69	254.02
Permit Fees	90.00	90.00
Property Rental Fees		500.00
Real Estate Tax - Revenue		
RE Tax - Collection Fees		
Real Estate Tax - Revenue - Other	35.91	35.91
Total Real Estate Tax - Revenue	35.91	35.91
Auto/Golf Tags - Revenue		
Auto/Golf Tags - Collection Fee		
Auto/Golf Tags - Revenue - Other	40.00	100.00
Total Auto/Golf Tags - Revenue	40.00	100.00
Occupancy Tax	18,242.85	18,463.64
Local Sales & Use Tax	6,069.01	6,069.01
Lokey Funding		
Miscellaneous Income		
Total Income	24,774.36	25,849.46
Cost of Goods Sold		
Cost of Goods Sold		
Total COGS		
Gross Profit	24,774.36	25,849.46
Expense		
CARES Fund Grant - Expenses	54.27	-35,190.94
COVID- CARES FUND Grant		
Employee Expenses		
Employee Conference/Sem/Wkshp		
Other		
Employee Bonding		178.00
Employer Payroll Taxes	482.80	965.60
Wages/Salaries	4,070.83	8,141.66
Workers Compensation Insurance		500.00
Employee Expenses - Other		
Total Employee Expenses	4,553.63	9,785.26
Professional Services		
Accounting		

	Aug 20	Jul - Aug 20
Legal		
One Time Bonus		
Legal - Other	1,000.00	1,000.00
Total Legal	1,000.00	1,000.00
Professional Services - Other		
Total Professional Services	1,000.00	1,000.00
Insurance		
Building/Property Insurance		1,433.00
General Liability Insurance		3,451.00
Insurance - Other		
Total Insurance		4,884.00
Public Safety		
Traffic Control/LCSD		
ATL Fire Grant		
Code Enforcement		
Disaster Preparedness		
Public Safety - Other		
Total Public Safety		
Office Expense		
Other		
Dues & Subscriptions		433.00
Mileage & Travel		
Banking Fees		
Equipment		
Repairs & Maintenance	1,010.00	1,573.00
Janitorial	125.00	125.00
Computer		
Processing Fees	264.00	492.00
Maintenance/Repairs	455.00	735.00
Hardware		
Software		
Computer - Other		
Total Computer	719.00	1,227.00
Postage		
Supplies	648.01	1,527.97
Website Maintenance		
Office Expense - Other		
Total Office Expense	2,502.01	4,885.97

	Aug 20	Jul - Aug 20
Municipal Expenses		
PP - Collection Fee	4.00	10.00
RE Tax Collection Fee	3.59	3.59
Codification of Ordinances Comprehensive Plan		
Election Expenses	2,578.29	2,578.29
Municipal Audit		
Municipal Expenses - Other		
<b>Total Municipal Expenses</b>	<b>2,585.88</b>	<b>2,591.88</b>
Town Council Expenses		
Public Notices	121.88	772.80
Conferences/Seminars/Workshops	200.00	308.00
Town Council Expenses - Other		
<b>Total Town Council Expenses</b>	<b>321.88</b>	<b>1,080.80</b>
Planning Commission Expenses		
Public Notices	136.50	136.50
Conferences/Seminars/Workshops	246.00	246.00
Planning Commission Expenses - Other		
<b>Total Planning Commission Expenses</b>	<b>382.50</b>	<b>382.50</b>
Utilities		
Heating Fuel		
Electricity		
Street Lights	1,546.44	1,546.44
Town Office		
Electricity - Other		
<b>Total Electricity</b>	<b>1,546.44</b>	<b>1,546.44</b>
Internet	91.09	181.34
Telephone	95.99	189.03
Water	38.28	56.65
Utilities- Recreation	122.75	141.32
Utilities - Other		
<b>Total Utilities</b>	<b>1,894.55</b>	<b>2,114.78</b>



	Aug 20	Jul - Aug 20
Town Maintenance		
Refuse & Debris Removal	155.70	155.70
Grounds/Landscape	925.00	1,655.00
Sidewalks		
Street Cleaning		
Street Lighting		
Town Maintenance - Other		
<b>Total Town Maintenance</b>	<b>1,080.70</b>	<b>1,810.70</b>
Community Support /Tourism		
Charitable Donations		
Steamboat Era Museum (501c3)		
Lancaster Community Library		
Fire & Rescue		
Charitable Donations - Other		
<b>Total Charitable Donations</b>		
Community Events		
Christmas		
Irvington Golf Tourney		
July 4th Parade/Concert		
Community Events - Other		
<b>Total Community Events</b>		
Town Commons/Tennis Cts/Gazebo		
Flags/Banners		
Maintenance & Repair		
Hardware		
Flags/Banners - Other		
<b>Total Flags/Banners</b>		
Steamboat Era Museum		1,200.00
Town WiFi		
Trolley, Town of Kilmarnock		
Virginia River Realm		
Mayor's Discretionary Fund		
Misc Community Support & Touris		
Community Support /Tourism - Other		
<b>Total Community Support /Tourism</b>		<b>1,200.00</b>
Miscellaneous Expense		
Reconciliation Discrepancies		

	Aug 20	Jul - Aug 20
Capital Expenses		
CONTINGENCY FUND		
STORAGE SHED		
Building		
Concrete Slab		
Stump Removal		
THE COMMONS		
Common Landscaping		
Playground		
Tennis Court Repair		
CHRISTMAS LIGHTS & DECORATIONS		
FLAGS AND BANNERS		
Electrical Renovation		
TOWN HALL RENOVATIONS		
TECHNOLOGY		
Hardware/Software		
Municipal Information		
Website Design		
INFRASTRUCTURE		
LARGE PROJECT FINANCING 600k		
Planning/Downpayment		
15 Year Mortgage 400k		
Capital Expenses - Other		
Total Capital Expenses		
Total Expense	14,375.42	-5,455.05
Net Income	10,398.94	31,304.51

## Town of Irvington, Virginia Check Detail August 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	DC	08/01/2020	Google		Chesapeake Bank G/O ...		-264.00
				Processing Fees		-264.00	264.00
TOTAL						-264.00	264.00
Liability Check	DC	08/10/2020	United States Treasury		Chesapeake Bank G/O ...		-1,004.84
				Payroll Liabilities		-382.00	382.00
				Payroll Liabilities		-59.02	59.02
				Payroll Liabilities		-59.02	59.02
				Payroll Liabilities		-252.40	252.40
				Payroll Liabilities		-252.40	252.40
TOTAL						-1,004.84	1,004.84
Check	DC	08/11/2020	Food Lion		Chesapeake Bank G/O ...		-9.15
				Supplies		-9.15	9.15
TOTAL						-9.15	9.15
Check	DC	08/18/2020	Wal-Mart		Chesapeake Bank G/O ...		-21.71
				Supplies		-21.71	21.71
TOTAL						-21.71	21.71
Check	DC	08/18/2020	Wal-Mart		Chesapeake Bank G/O ...		-42.74
				Supplies		-42.74	42.74
TOTAL						-42.74	42.74
Check	DC	08/20/2020	Amazon		Chesapeake Bank G/O ...		-137.39
				Supplies		-97.95	97.95
				CARES Fund Grant - Ex...		-21.49	21.49
				CARES Fund Grant - Ex...		-17.95	17.95
TOTAL						-137.39	137.39
Check	DC	08/20/2020	Amazon		Chesapeake Bank G/O ...		-450.58
				Supplies		-450.58	450.58
TOTAL						-450.58	450.58
Check	DC	08/20/2020	Amazon		Chesapeake Bank G/O ...		-14.83
				CARES Fund Grant - Ex...		-14.83	14.83
TOTAL						-14.83	14.83
Check	DC	08/30/2020	Wal-Mart		Chesapeake Bank G/O ...		-25.88
				Supplies		-25.88	25.88
TOTAL						-25.88	25.88
Liability Check	DC	08/31/2020	United States Treasury		Chesapeake Bank G/O ...		-1,004.84
				Payroll Liabilities		-382.00	382.00
				Payroll Liabilities		-59.02	59.02
				Payroll Liabilities		-59.02	59.02
				Payroll Liabilities		-252.40	252.40
				Payroll Liabilities		-252.40	252.40
TOTAL						-1,004.84	1,004.84

**Town of Irvington, Virginia**  
**Check Detail**  
 August 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Liability Check	DC	08/31/2020	United States Treasury		Chesapeake Bank G/O ...		-23.00
					Payroll Liabilities	-23.00	23.00
TOTAL						-23.00	23.00
Bill Pmt -Check	13812	08/10/2020	Ambrose Disposal Serv...		Chesapeake Bank G/O ...		-77.70
Bill	071008...	07/01/2020			Refuse & Debris Removal	-58.50	58.50
Bill	071008...	07/01/2020			Refuse & Debris Removal	-19.20	19.20
TOTAL						-77.70	77.70
Bill Pmt -Check	13813	08/10/2020	Aqua Virginia		Chesapeake Bank G/O ...		-77.14
Bill	1979 Te...	07/01/2020			Utilities- Recreation	-38.86	38.86
Bill	0247 To...	07/01/2020			Water	-38.28	38.28
TOTAL						-77.14	77.14
Bill Pmt -Check	13814	08/10/2020	Arrowhead Lawncare		Chesapeake Bank G/O ...		-925.00
Bill	3314	08/07/2020			Grounds/Landscape	-400.00	400.00
					Grounds/Landscape	-75.00	75.00
					Grounds/Landscape	-300.00	300.00
					Grounds/Landscape	-50.00	50.00
					Grounds/Landscape	-50.00	50.00
					Grounds/Landscape	-50.00	50.00
TOTAL						-925.00	925.00
Bill Pmt -Check	13815	08/10/2020	Dominion Virginia Power		Chesapeake Bank G/O ...		-777.51
Bill	3404 St...	07/01/2020			Street Lights	-777.51	777.51
TOTAL						-777.51	777.51
Bill Pmt -Check	13816	08/10/2020	Foster & Three Sons		Chesapeake Bank G/O ...		-125.00
Bill	August ...	08/07/2020			Janitorial	-125.00	125.00
TOTAL						-125.00	125.00
Bill Pmt -Check	13817	08/10/2020	Irvington Baptist Church		Chesapeake Bank G/O ...		-200.00
Bill	July 2020	07/01/2020			Conferences/Seminars/...	-100.00	100.00
					Conferences/Seminars/...	-100.00	100.00
TOTAL						-200.00	200.00
Bill Pmt -Check	13818	08/10/2020	Keane Law PLLC		Chesapeake Bank G/O ...		-1,000.00
Bill	July 2020	08/03/2020			Legal	-1,000.00	1,000.00
TOTAL						-1,000.00	1,000.00
Bill Pmt -Check	13819	08/07/2020	Mitchell Signs		Chesapeake Bank G/O ...		-250.00
Bill	Sign Re...	08/07/2020			Repairs & Maintenance	-250.00	250.00
TOTAL						-250.00	250.00
Bill Pmt -Check	13820	08/14/2020	Ambrose Disposal Serv...		Chesapeake Bank G/O ...		-78.00
Bill	081008...	08/01/2020			Refuse & Debris Removal	-58.50	58.50
Bill	081008...	08/01/2020			Refuse & Debris Removal	-19.50	19.50
TOTAL						-78.00	78.00

**Town of Irvington, Virginia**  
**Check Detail**  
 August 2020

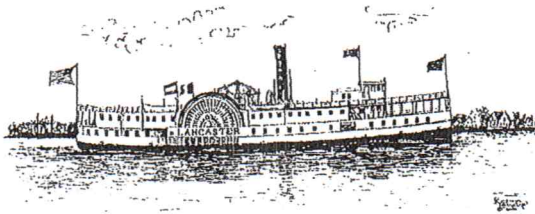
Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	13821	08/14/2020	Atlantic Broadband		Chesapeake Bank G/O ...		-187.08
Bill	August ...	08/01/2020		Internet		-91.09	91.09
				Telephone		-95.99	95.99
TOTAL						-187.08	187.08
Bill Pmt -Check	13822	08/14/2020	Dominion Virginia Power		Chesapeake Bank G/O ...		-852.82
Bill	5000 R...	08/01/2020		Utilities- Recreation		-6.59	6.59
Bill	7507 To...	08/01/2020		Utilities- Recreation		-68.27	68.27
Bill	7505 X...	08/01/2020		Utilities- Recreation		-9.03	9.03
Bill	3404 St...	08/01/2020		Street Lights		-768.93	768.93
TOTAL						-852.82	852.82
Bill Pmt -Check	13823	08/14/2020	Irvington Baptist Church		Chesapeake Bank G/O ...		-200.00
Bill	August ...	08/01/2020		Conferences/Seminars/...		-100.00	100.00
				Conferences/Seminars/...		-100.00	100.00
TOTAL						-200.00	200.00
Bill Pmt -Check	13824	08/14/2020	Lancaster County		Chesapeake Bank G/O ...		-2,578.29
Bill	2020 Irv...	06/01/2020		Election Expenses		-2,578.29	2,578.29
TOTAL						-2,578.29	2,578.29
Bill Pmt -Check	13825	08/14/2020	Mill Creek Geek		Chesapeake Bank G/O ...		-455.00
Bill	ITH200...	08/03/2020		Maintenance/Repiars		-70.00	70.00
				Maintenance/Repiars		-245.00	245.00
				Maintenance/Repiars		-140.00	140.00
TOTAL						-455.00	455.00
Bill Pmt -Check	13826	08/14/2020	Rappahannock Record		Chesapeake Bank G/O ...		-258.38
Bill	5292	08/01/2020		Public Notices		-68.25	68.25
				Public Notices		-58.50	58.50
				Public Notices		-63.38	63.38
				Public Notices		-68.25	68.25
TOTAL						-258.38	258.38
Paycheck	13827	08/31/2020	Brown, Lara M.		Chesapeake Bank G/O ...		-1,459.08
				Wages/Salaries		-1,833.33	1,833.33
				Payroll Liabilities		169.00	-169.00
				Employer Payroll Taxes		-113.67	113.67
				Payroll Liabilities		113.67	-113.67
				Payroll Liabilities		113.67	-113.67
				Employer Payroll Taxes		-26.58	26.58
				Payroll Liabilities		26.58	-26.58
				Payroll Liabilities		26.58	-26.58
				Employer Payroll Taxes		-169.00	169.00
				Payroll Liabilities		169.00	-169.00
				Payroll Liabilities		65.00	-65.00
				Employer Payroll Taxes		-2.38	2.38
				Payroll Liabilities		2.38	-2.38
TOTAL						-1,459.08	1,459.08

**Town of Irvington, Virginia**  
**Check Detail**  
 August 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Paycheck	13828	08/31/2020	Phillips, Sharon L.		Chesapeake Bank G/O ...		-1,759.33
				Wages/Salaries		-2,237.50	2,237.50
				Payroll Liabilities		213.00	-213.00
				Employer Payroll Taxes		-138.73	138.73
				Payroll Liabilities		138.73	-138.73
				Payroll Liabilities		138.73	-138.73
				Employer Payroll Taxes		-32.44	32.44
				Payroll Liabilities		32.44	-32.44
				Payroll Liabilities		32.44	-32.44
				Payroll Liabilities		94.00	-94.00
TOTAL						-1,759.33	1,759.33
Bill Pmt -Check	13829	08/31/2020	B&B Construction (e)		Chesapeake Bank G/O ...		-760.00
Bill	Baseme...	08/28/2020			Repairs & Maintenance	-760.00	760.00
TOTAL						-760.00	760.00
Bill Pmt -Check	13830	08/31/2020	Barbour Printing Servic...		Chesapeake Bank G/O ...		-46.00
Bill	5270-20	08/05/2020			Conferences/Seminars/...	-46.00	46.00
TOTAL						-46.00	46.00

TOWN OFFICIALS  
 Albert D. "Tripp" Bugg, III  
 Mayor  
 Nancyellen Keane, Esq.  
 Town Attorney  
 Lara M. Brown  
 Zoning Administrator  
 Sharon L. Phillips  
 Town Clerk  
 Treasurer

# Town of Irvington



TOWN COUNCIL  
 Frances Westbrook  
 Jackie Brown  
 Bonnie Schaschek  
 R. Wayne Nunnally  
 Anthony Marchetti  
 Dudley Patteson

8/27/20 Date

Sign Permit Application (\$20 Filing Fee)  
 Please make checks payable to Town of Irvington

**Vineyard Grove Homeowners Association**

Applicant Name Vineyard Grove Homeowners Association Name of Property Owner (if different)

**PO Box 131 Irvington, VA 22480**

Property Location

**John Grieco** jagkey@comcast.net 703-850-7970  
 Applicant Contact Information Email Home Phone Mobile Phone

Tax Map Parcel Number \_\_\_\_\_ Zoning Classification **R-2**

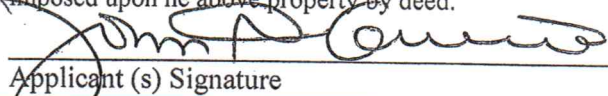
Duration of Display:  Permanent  Temporary Date of Removal: \_\_\_\_\_  
 Nature of Applicant:  Business  Church  School  Non Profit

**RESIDENTIAL & NO TRESSPASSING** **12" x 16" (1.33 SF)**  
 Type of Sign (see size requirements §154.197) Requested Sign Dimensions

See attached map (Sign #1) \_\_\_\_\_  
 Site Location(s)

N  E  S  W White Fences Drive Park Place  
 Side of State Road # (i.e. Route 200) Nearest Cross Street

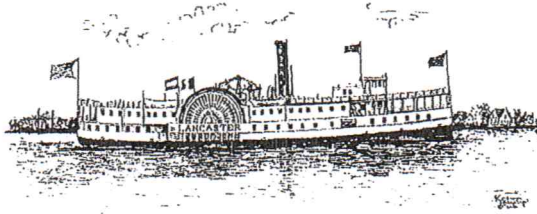
I, or, we, hereby covenant to restore any and all damages to sidewalks, streets, alleys, sewers, gas mains, water mains, electric installation and adjoining property which may result. I hereby certify I have the authority to make the foregoing application, that the information given is correct and that the construction will conform with the regulations in the Virginia Building Code, Zoning Ordinances, and private building restrictions if any, which may be imposed upon the above property by deed.

  
 Applicant (s) Signature

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	For Office Use Only	Permit Number
		\$20 Fee Collected <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check <input type="checkbox"/> No Fee Collected	<u>CK# 1005</u>
Reason _____			
Town Administrator/Zoning Official _____		Date _____	

TOWN OFFICIALS  
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**Vineyard Grove Homeowners Association**

Applicant Name Vineyard Grove Homeowners Association Name of Property Owner (if different)

**PO Box 131 Irvington, VA 22480**

Property Location PO Box 131 Irvington, VA 22480

Applicant Contact Information John Grieco Email jagkey@comcast.net Home Phone 703-850-7970 Mobile Phone

Tax Map Parcel Number \_\_\_\_\_ Zoning Classification R-2

Duration of Display:  Permanent  Temporary Date of Removal: \_\_\_\_\_  
 Nature of Applicant:  Business  Church  School  Non Profit

**DIRECTIONAL** Requested Sign Dimensions 16" x 19" 2.11 SF  
 Type of Sign (see size requirements §154.197)

**See attached map (sign # 2)**  
 Site Location(s) \_\_\_\_\_

N  E  S  W Side of State Road # (i.e. Route 200) White Fences Drive Nearest Cross Street Park Place

I, or, we, hereby covenant to restore any and all damages to sidewalks, streets, alleys, sewers, gas mains, water mains, electric installation and adjoining property which may result. I hereby certify I have the authority to make the foregoing application, that the information given is correct and that the construction will conform with the regulations in the Virginia Building Code, Zoning Ordinances, and private building restrictions if any, which may be imposed upon the above property by deed.

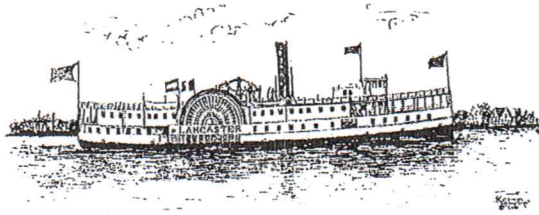
John A. Grieco  
 Applicant (s) Signature

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	For Office Use Only	
		Permit Number _____	
		\$20 Fee Collected <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check <input type="checkbox"/> No Fee Collected	<u>CK # 1005</u>
Reason _____			
Town Administrator/Zoning Official _____		Date _____	



TOWN OFFICIALS  
 Albert D. "Tripp" Bugg, III  
 Mayor  
 Nancyellen Keane, Esq.  
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 Sharon L. Phillips  
 Town Clerk  
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# Town of Irvington



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 Anthony Marchetti  
 Dudley Patteson

8/27/20 Date

Sign Permit Application (\$20 Filing Fee)  
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**Vineyard Grove Homeowners Association**

Applicant Name Vineyard Grove Homeowners Association Name of Property Owner (if different)

**PO Box 131 Irvington, VA 22480**

Property Location

**John Grieco** jagkey@comcast.net 703-850-7970  
 Applicant Contact Information Email Home Phone Mobile Phone

Tax Map Parcel Number \_\_\_\_\_ Zoning Classification **R-2**

Duration of Display:  Permanent  Temporary Date of Removal: \_\_\_\_\_

Nature of Applicant:  Business  Church  School  Non Profit

**DIRECTIONAL** **16" x 19" 2.11 SF**  
 Type of Sign (see size requirements §154.197) Requested Sign Dimensions

**See attached map (sign # 3)**  
 Site Location(s)

N  E  S  W White Fences Drive Spring Street  
 Side of State Road # (i.e. Route 200) Nearest Cross Street

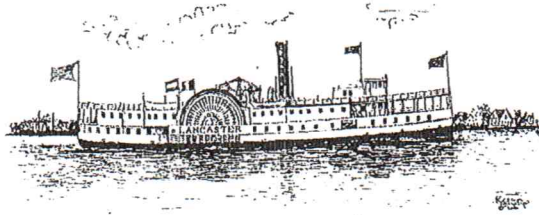
I, or, we, hereby covenant to restore any and all damages to sidewalks, streets, alleys, sewers, gas mains, water mains, electric installation and adjoining property which may result. I hereby certify I have the authority to make the foregoing application, that the information given is correct and that the construction will conform with the regulations in the Virginia Building Code, Zoning Ordinances, and private building restrictions if any, which may be imposed upon the above property by deed.

John A. Grieco  
 Applicant (s) Signature

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		For Office Use Only		Permit Number _____
\$20 Fee Collected <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check <input type="checkbox"/> No Fee Collected		<u>Check # 1005</u>		
Reason _____				
Town Administrator/Zoning Official _____			Date _____	

TOWN OFFICIALS  
 Albert D. "Tripp" Bugg, III  
 Mayor  
 Nancyellen Keane, Esq.  
 Town Attorney  
 Lara M. Brown  
 Zoning Administrator  
 Sharon L. Phillips  
 Town Clerk  
 Treasurer

# Town of Irvington



TOWN COUNCIL  
 Frances Westbrook  
 Jackie Brown  
 Bonnie Schaschek  
 R. Wayne Nunnally  
 Anthony Marchetti  
 Dudley Patteson

8/27/20 Date

Sign Permit Application (\$20 Filing Fee)  
 Please make checks payable to Town of Irvington

**Vineyard Grove Homeowners Association**

Applicant Name

Name of Property Owner (if different)

**PO Box 131 Irvington, VA 22480**

Property Location

**John Grieco**

**jagkey@comcast.net**

**703-850-7970**

Applicant Contact Information

Email

Home Phone

Mobile Phone

Tax Map Parcel Number

**R-2**  
 Zoning Classification

Duration of Display:  Permanent  Temporary Date of Removal: \_\_\_\_\_

Nature of Applicant:  Business  Church  School  Non Profit

**DIRECTIONAL**

**16" x 18" 2 SF**

Type of Sign (see size requirements §154.197)

Requested Sign Dimensions

**See attached map (sign # 4)**

Site Location(s)

N  E  S  W

**White Fences Drive**

**Park Place**

Side of State Road # (i.e. Route 200)

Nearest Cross Street

I, or, we, hereby covenant to restore any and all damages to sidewalks, streets, alleys, sewers, gas mains, water mains, electric installation and adjoining property which may result. I hereby certify I have the authority to make the foregoing application, that the information given is correct and that the construction will conform with the regulations in the Virginia Building Code, Zoning Ordinances, and private building restrictions if any, which may be imposed upon the above property by deed.

*John Grieco*

Applicant (s) Signature

Approved

Disapproved

For Office Use Only

Permit Number

\$20 Fee Collected  Yes  Cash  Check  No Fee Collected **Check # 1005**

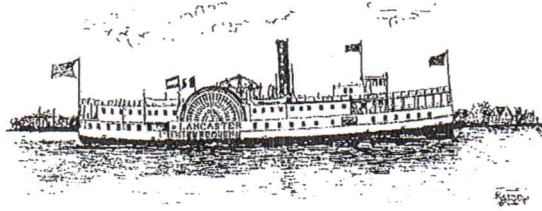
Reason

Town Administrator/Zoning Official

Date

TOWN OFFICIALS  
 Albert D. "Tripp" Bugg, III  
 Mayor  
 Nancyellen Keane, Esq.  
 Town Attorney  
 Lara M. Brown  
 Zoning Administrator  
 Sharon L. Phillips  
 Town Clerk  
 Treasurer

# Town of Irvington



TOWN COUNCIL  
 Frances Westbrook  
 Jackie Brown  
 Bonnie Schaschek  
 R. Wayne Nunnally  
 Anthony Marchetti  
 Dudley Patteson

8/27/20 Date

Sign Permit Application (\$20 Filing Fee)  
 Please make checks payable to Town of Irvington

**Vineyard Grove Homeowners Association**

Applicant Name Vineyard Grove Homeowners Association Name of Property Owner (if different)

**PO Box 131 Irvington, VA 22480**

Property Location

**John Grieco** jagkey@comcast.net 703-850-7970  
 Applicant Contact Information Email Home Phone Mobile Phone

Tax Map Parcel Number \_\_\_\_\_ Zoning Classification **R-2**

Duration of Display:  Permanent  Temporary Date of Removal: \_\_\_\_\_

Nature of Applicant:  Business  Church  School  Non Profit

**DIRECTIONAL** **16" x 18" 2 SF**  
 Type of Sign (see size requirements §154.197) Requested Sign Dimensions

**See attached map (sign # 5)**  
 Site Location(s)

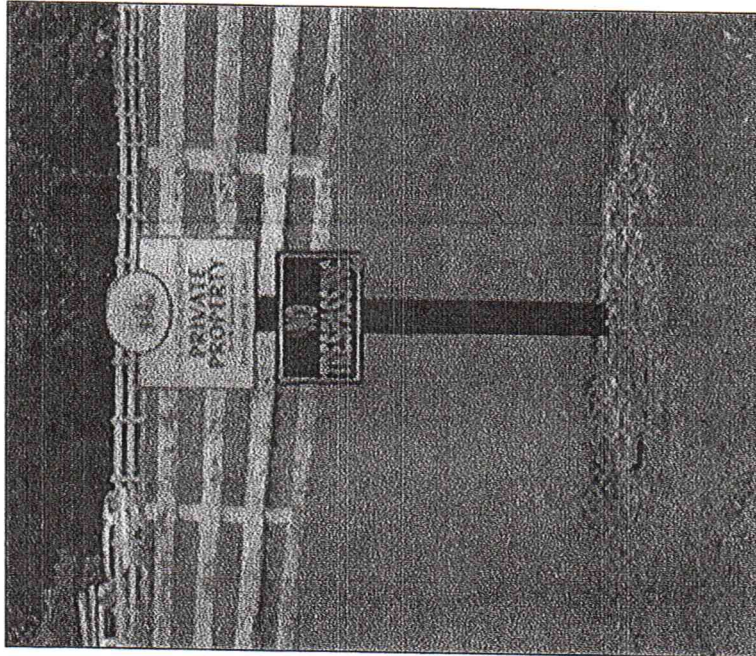
N  E  S  W White Fences Drive Spring Street  
 Side of State Road # (i.e. Route 200) Nearest Cross Street

I, or, we, hereby covenant to restore any and all damages to sidewalks, streets, alleys, sewers, gas mains, water mains, electric installation and adjoining property which may result. I hereby certify I have the authority to make the foregoing application, that the information given is correct and that the construction will conform with the regulations in the Virginia Building Code, Zoning Ordinances, and private building restrictions if any, which may be imposed upon the above property by deed.

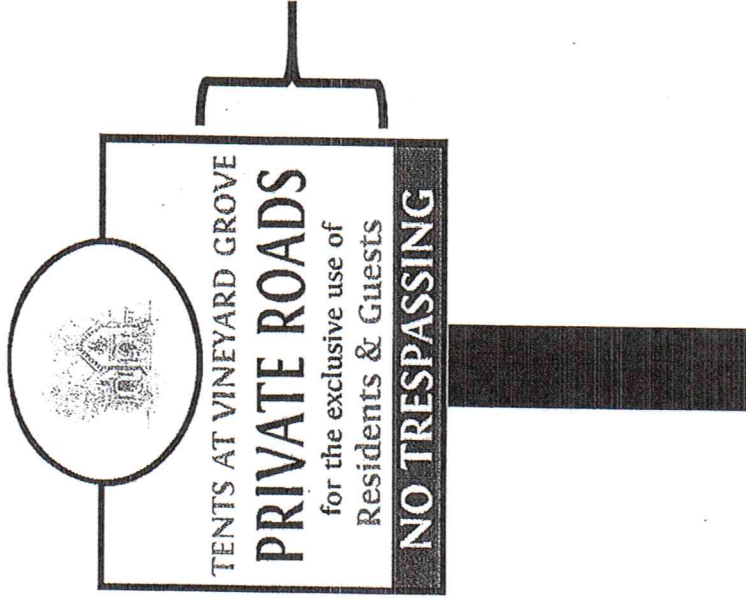
John Grieco  
 Applicant (s) Signature

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	For Office Use Only	Permit Number _____
		\$20 Fee Collected <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check <input type="checkbox"/> No Fee Collected	<u>Check # 1005</u>
Reason: _____			
Town Administrator/Zoning Official _____		Date _____	

**REPURPOSE EXISTING SIGN # 1 TO READ  
"PRIVATE ROAD" & "NO TRESPASSING"**



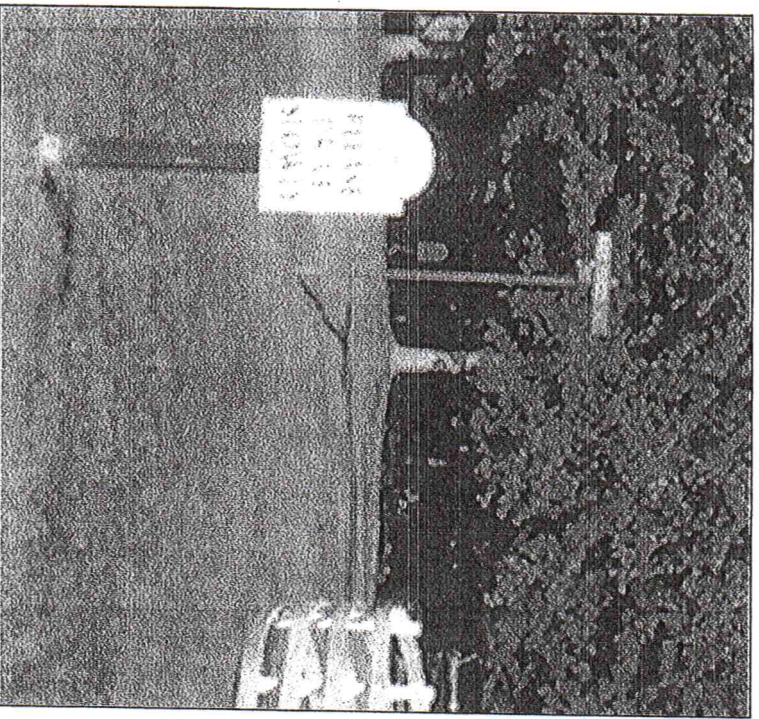
**Existing 12" x 16" (1.33 SF)  
sign on White Fences Drive**



**Change  
existing  
sign with  
4 new  
lines at the  
bottom**

**"Creative Designs" Concept  
Same size**

**2 EXISTING "PLEASE DRIVE SLOWLY" SIGN #s 2 & 3**



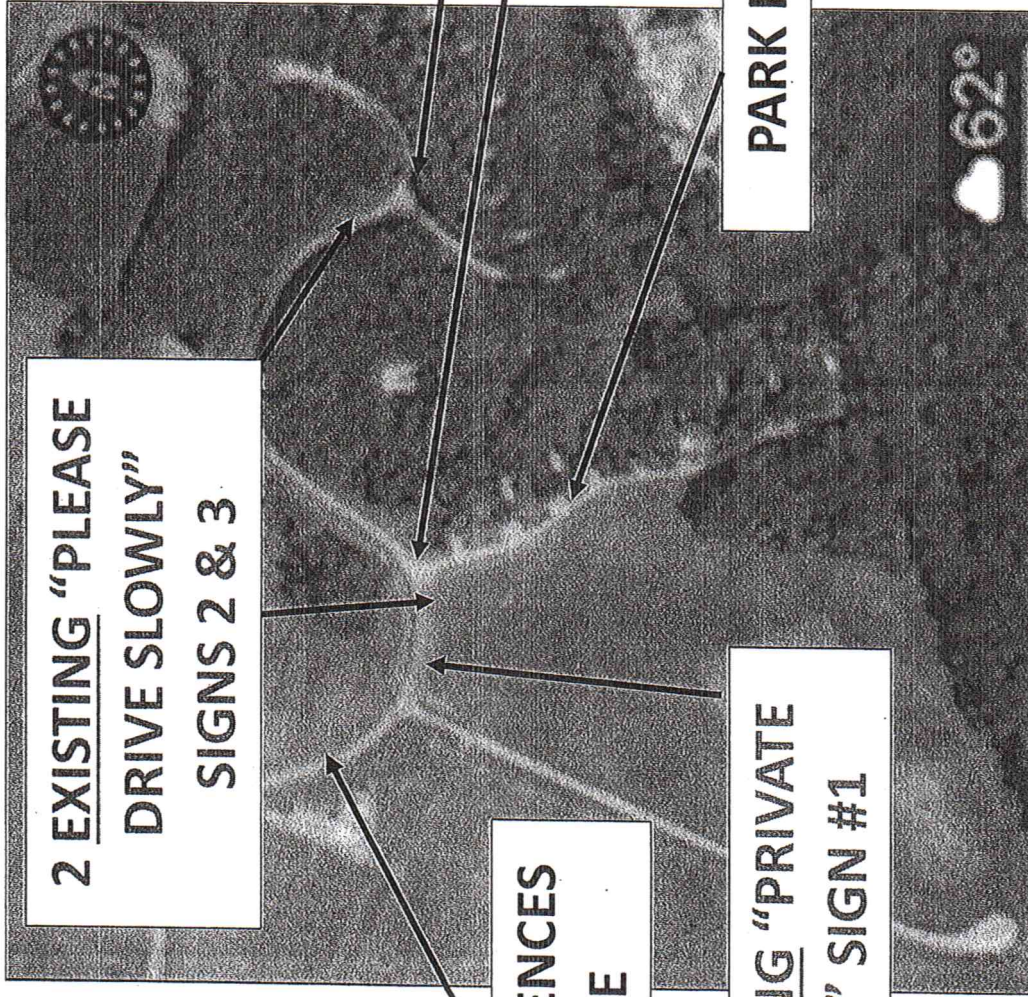
**2 Existing 16" x 19" (2.11 SF) signs on White Fences Drive**

**2 PROPOSED NEW "NO OUTLET" SIGN #s 4 & 5**



**2 Proposed 16" x 18" (2 SF) signs on White Fences Drive**

**EXISTING & PROPOSED  
SIGN LOCATIONS ON  
WHITE FENCES DRIVE**



**2 EXISTING "PLEASE  
DRIVE SLOWLY"  
SIGNS 2 & 3**

**2 PROPOSED  
"NO OUTLET"  
SIGNS 4 & 5**

**PARK PLACE**

**WHITE FENCES  
DRIVE**

**1 EXISTING "PRIVATE  
ROAD" SIGN #1**

Vineyard Grove Association Inc  
PO Box 131  
Irvington, VA 22480

01005  
68-377/514

TO REORDER VISIT WWW.CHECKPRINTINGSOLUTIONS.COM

Pay to the  
Order of

Date 8/27/20

Town of Irvington

\$ 100.00

One hundred and

00  
100 Dollars

CHESAPEAKE  
BANK

Security details  
on back.

For 5 sign applications

John A. Gussio

⑆05⑆403779⑆153960935⑆01005



## RESOLUTION 2020-11 TC

### Conditional Use Permit Application – Build New Private Dock, R-1, Tax Map 34 20

**WHEREAS**, the Irvington Town Council reviewed a Proposed Conditional Use Permit (“CUP”) Application TOI# CUP – 2020\_5\_Forrester to build a new private dock at a residence in R-1 zoning district, Tax map # 34 20, \_\_\_ The Lane (“Application”); and

**WHEREAS**, a joint public hearing on the Application was advertised in the Rappahannock Record on July 30, 2020 and August 6, 2020; and

**WHEREAS**, the Planning Commission and Town Council held a joint public hearing on August 11, 2020 to hear public views on the Application; and

**WHEREAS**, the Town Council considered the Application at its meetings held on August 13, 2020 and September 10, 2020.

**NOW THEREFORE, BE IT RESOLVED** that the Irvington Town Council hereby approves the Application subject to the following conditions: \_\_\_\_\_.

### Certification

I, Albert D. Bugg, III, Mayor, do hereby certify that the above is a true copy of Resolution 2020-11 TC adopted at a meeting of the Irvington Town Council held on September 10, 2020, at which a quorum was present and voting. The vote was:

In favor

Opposed

Absent

TOWN OF IRVINGTON

\_\_\_\_\_  
Albert D. Bugg, III, Mayor





## RESOLUTION 2020-05.PC

Recommendation Regarding Conditional Use Permit Application – Dock , R-1, Tax Map 34 20

**WHEREAS**, the Irvington Planning Commission was asked to review and make a recommendation to Town Council on Proposed Conditional Use Permit (“CUP”) Application TOI# CUP – 2020.5\_Forrester to build a new private dock at residence in R-1 zoning district; Tax map # 34 20, \_\_\_ The Lane (“Application”); and

**WHEREAS**, a joint public hearing on the Application was advertised in the Rappahannock Record on July 30, 2020 and August 6, 2020; and

**WHEREAS**, the Planning Commission and Town Council held a joint public hearing on August 11, 2020 to hear public views on the Application; and

**WHEREAS**, the Planning Commission considered the Application at its meetings held on August 11, 2020 and September 8, 2020.

**NOW THEREFORE, BE IT RESOLVED** that the Irvington Planning Commission hereby recommends **approval** of the Application to Town Council.

Reasons given, if any: None

I, Steve Kimmeth, Secretary of the Planning Commission, do hereby certify that the above is a true copy of Resolution 2020-05.PC adopted at a special meeting of the Planning Commission of Irvington, Virginia held on September 8, 2020, at which a quorum was present and voting. The vote was:

	In favor	Opposed	Abstain
Julie Harris	yea		
Tom Chapman	yea		
Steve Kimmeth	yea		
Lee Capps	yea		
Phil Robinson	yea		
Chris Braly	yea		
Brian Forrester			ABSTAIN

IRVINGTON PLANNING COMMISSION

  
Steve Kimmeth, Secretary

Zoning Application for Conditional Use Permit

2020, CUP 5

Town of Irvington, Virginia

To: The Zoning Administrator:

Date 5-18-20

The Applicant Brian Forrester is (are) the  
(Please print owner's name)

i  
(street address)

Between Steamboat Rd Street and \_\_\_\_\_  
James Point Street.

Exact legal description of said property being (tax map and  
Parcel #) Tax Map 34 20

\*\*\*\*\*

A Map and Adjacent Property Owner's List are hereto attached and made "a" part of this application.

- (A) Above described property was acquired by Applicant Feb 2020 (Mo, Day, Yr)
- (B) What original deed restrictions concerning the type of improvements permitted, if any, were placed on the property involved? Give date said restrictions expire. \_\_\_\_\_ (you may attach copy of original printed restrictions in answer to this question after properly underscoring those features governing the type and class of uses permitted thereby.)
- (C) Request: The Applicant requests that you approve the location of the following use on the above described property: new residential dock

\* 110' x 140' wooden dock, left wide, with 19' x 8' L-head platform channelward of MLW

(Use this space ONLY to state exactly what is intended to be done on or with the property. Use space on Page 2 for circumstances pertaining to this request. If a building is involved a sketch or plan with photographic or other suitable description should accompany this application.)

REQUIREMENTS AND INSTRUCTIONS

FOR FILING APPLICATION FOR CONDITIONAL USE

1. The Application Form must be filled out completely with full answers to every statement and question. The application may not be signed by an agent or attorney but must be signed by the lessee, owner or owners before a Notary Public in the space provided on the Applicant's Affidavit. Signatures of adjacent property owners who approve the request may be signed in the space provided on the Applicant's Affidavit. If space is not sufficient a supplemental sheet may be added to the petition. Such Signatures are desirable but are not absolutely required
2. The **Filing Fee** in the Amount of \$35 payable to the Town of Irvington must be paid at the time of filing the application.

R Brian Forrester 5/29/2020  
R Brian Forrester

Paid 5-29-2020  
(date)

Notes: VMRC approved request 6-9-2020.  
ACOE issued compliance authorization.

See attached

1. Describe briefly the type of use and improvements proposed. State whether new buildings are to be constructed, existing buildings are to be used or additions made to existing buildings.

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2. Why does applicant believe the location of the use in question on the particular property is essential or desirable for the public convenience or welfare and will not be detrimental to the immediate neighborhood?

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3. Describe how the proposed use and improvements are to be designed and arranged to fit into the development of adjacent property and the neighborhood.

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4. Furnish plot plan showing the boundaries and dimensions of property, width of boundary streets, location and size of buildings on the site, roadways, walks, off street parking and loading space, landscaping and the like. Architect's sketches showing elevations of proposed buildings and complete plans are also desirable and if available should be filed with the application.

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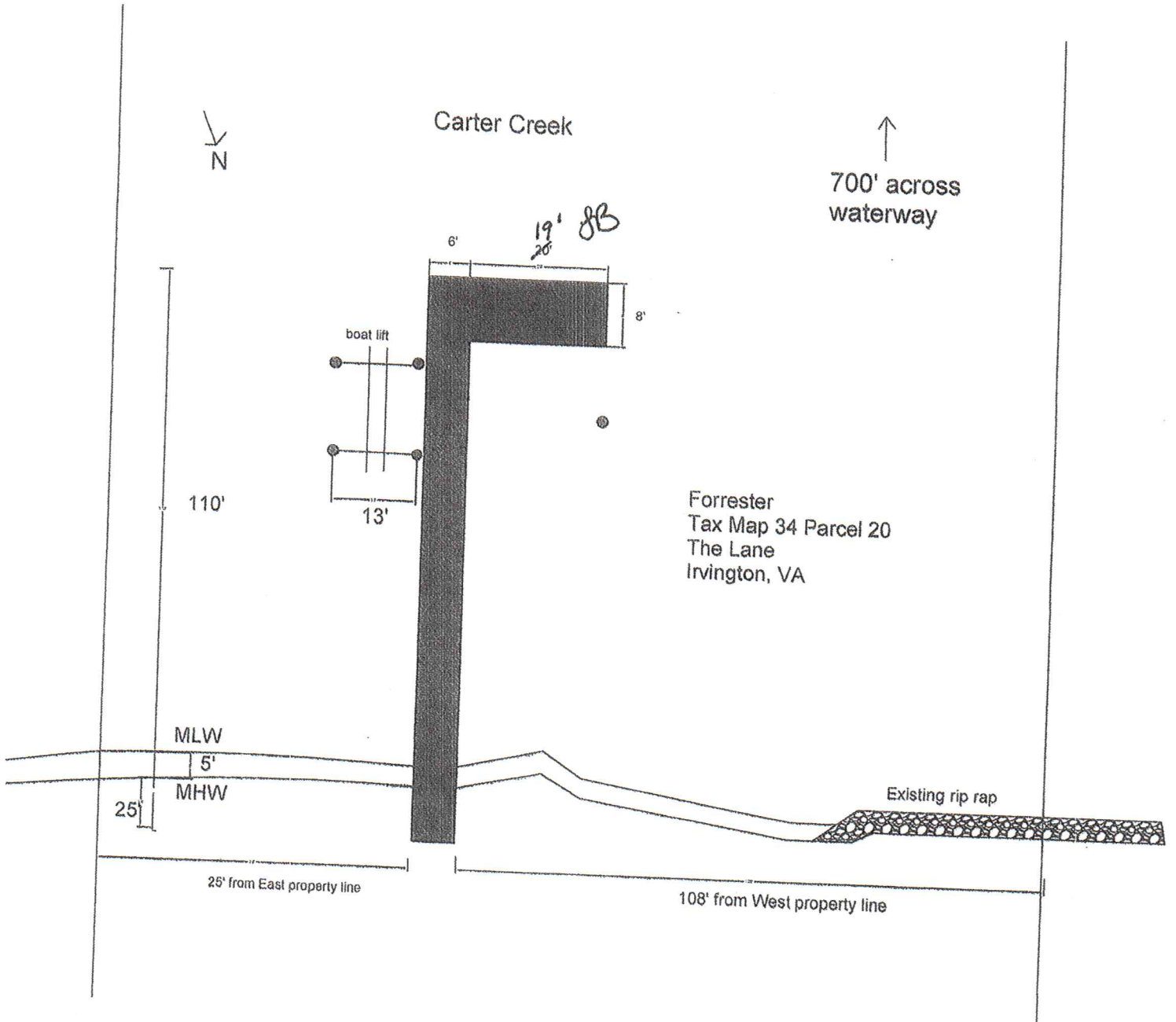
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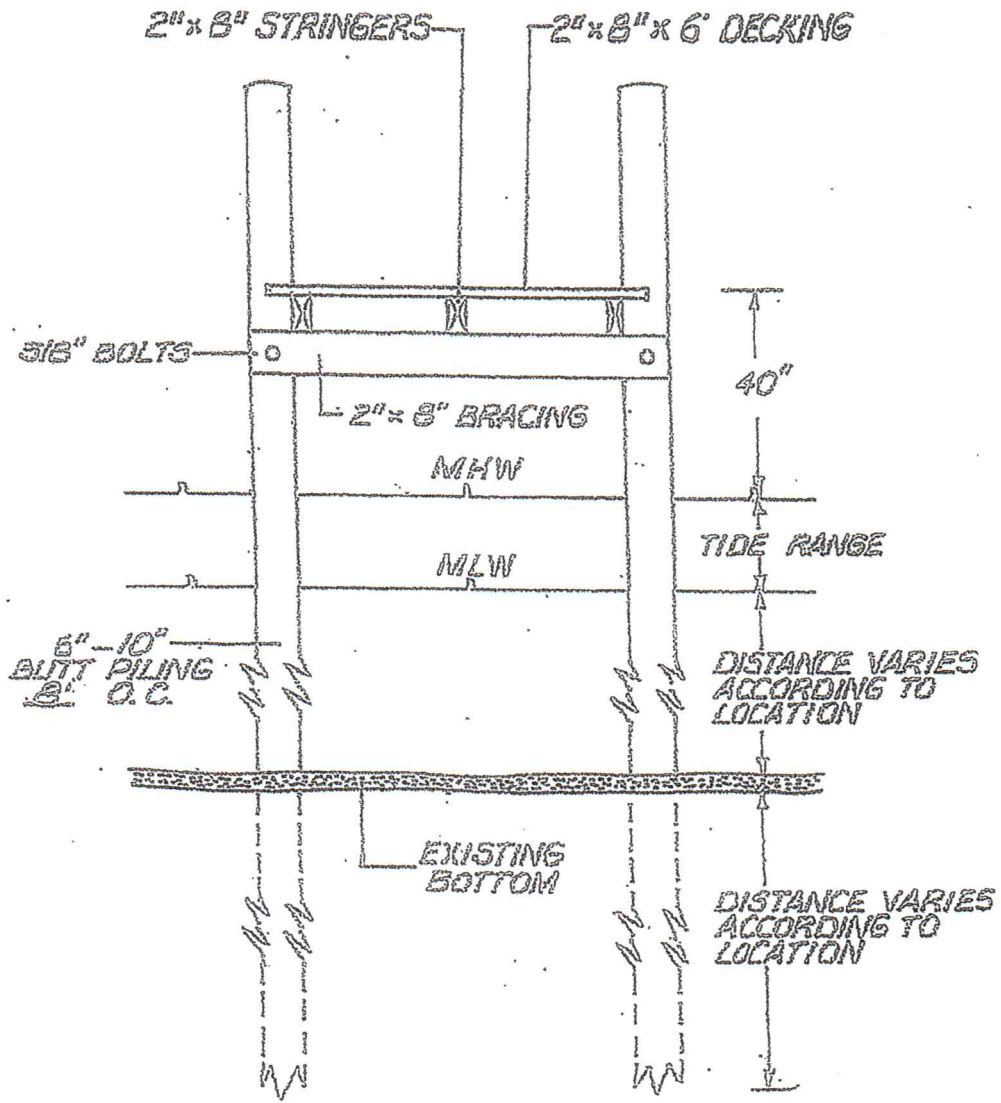
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## Zoning Application for Conditional Use Permit

### Town of Irvington, VA

1. The proposed improvement is a new residential dock that extends 110' below Mean Low Water into the Eastern Branch of Carter's Creek. The dock will have an "L-head" that turns towards the west that is 20' x 8'. There is a proposed boat lift to be installed along the main stem.  
19
2. The new dock will add value to the property and is a similar size to that of adjacent docks. Thus it will maintain the value and aesthetics of the neighboring properties.
3. The dock design and length are similar to those of the adjacent properties. The dock dimensions and placement on the property will adhere to all town, county and state guidelines.
4. See attached drawings, plats and aerial images to illustrate the size and location of the proposed dock.





NOTES

ALL WOODEN MATERIALS USED TO BE PRESSURE TREATED.  
 ALL HARDWARE USED TO BE HOT GALVANIZE DIPPED.  
 PIER TO BE 4' IN WIDTH AND 4' IN HEIGHT ACROSS VEGETATIVE  
 WETLANDS.

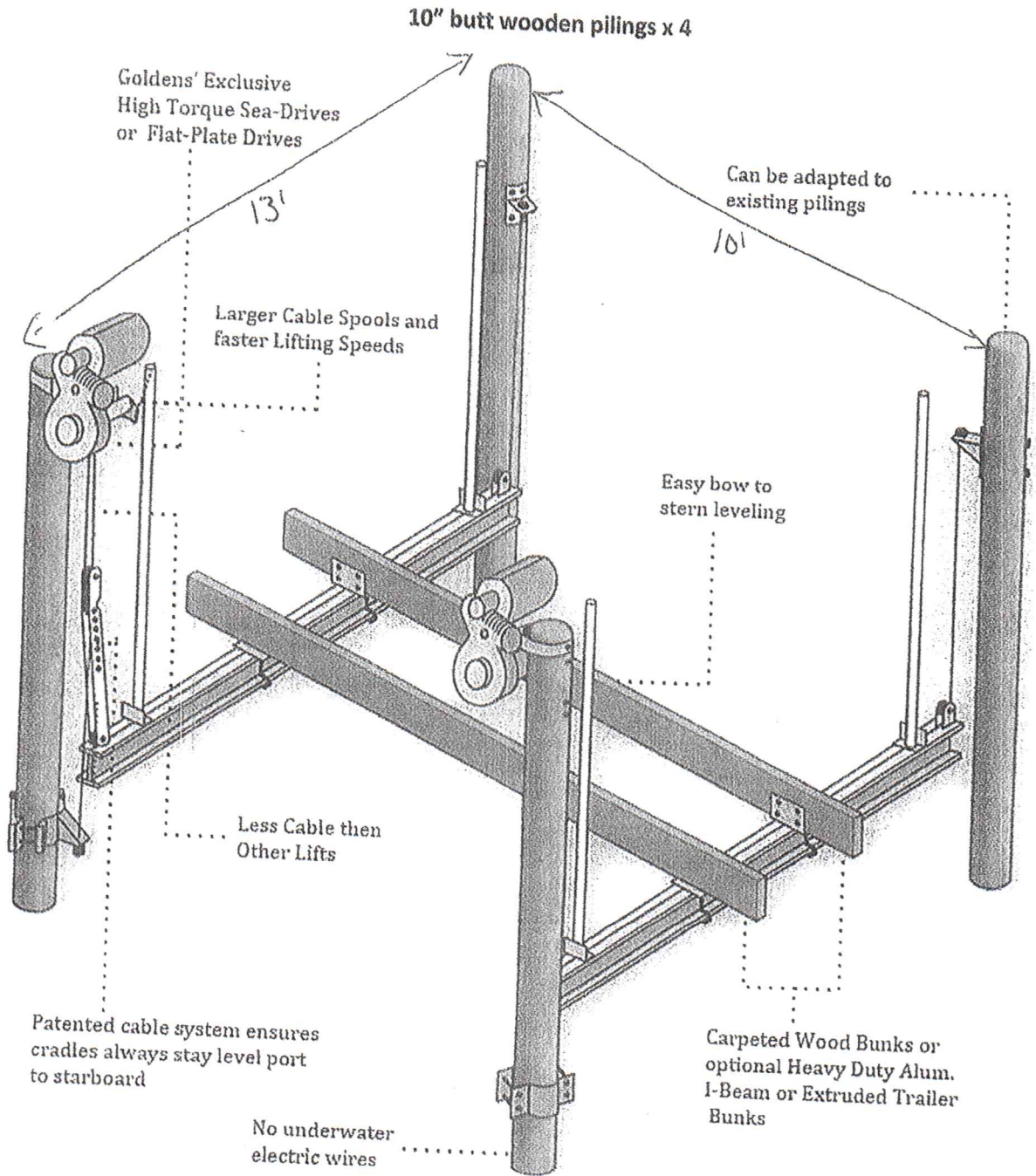
S E C T I O N

SCALE 1" = 3'

Forrester  
 Tax Map 34 Parcel 20  
 The Lane  
 Irvington, VA 22980

Forrester  
The Lane  
Irvington, VA

PROJECT PROFILE VIEW :



**GENERAL NOTES:**

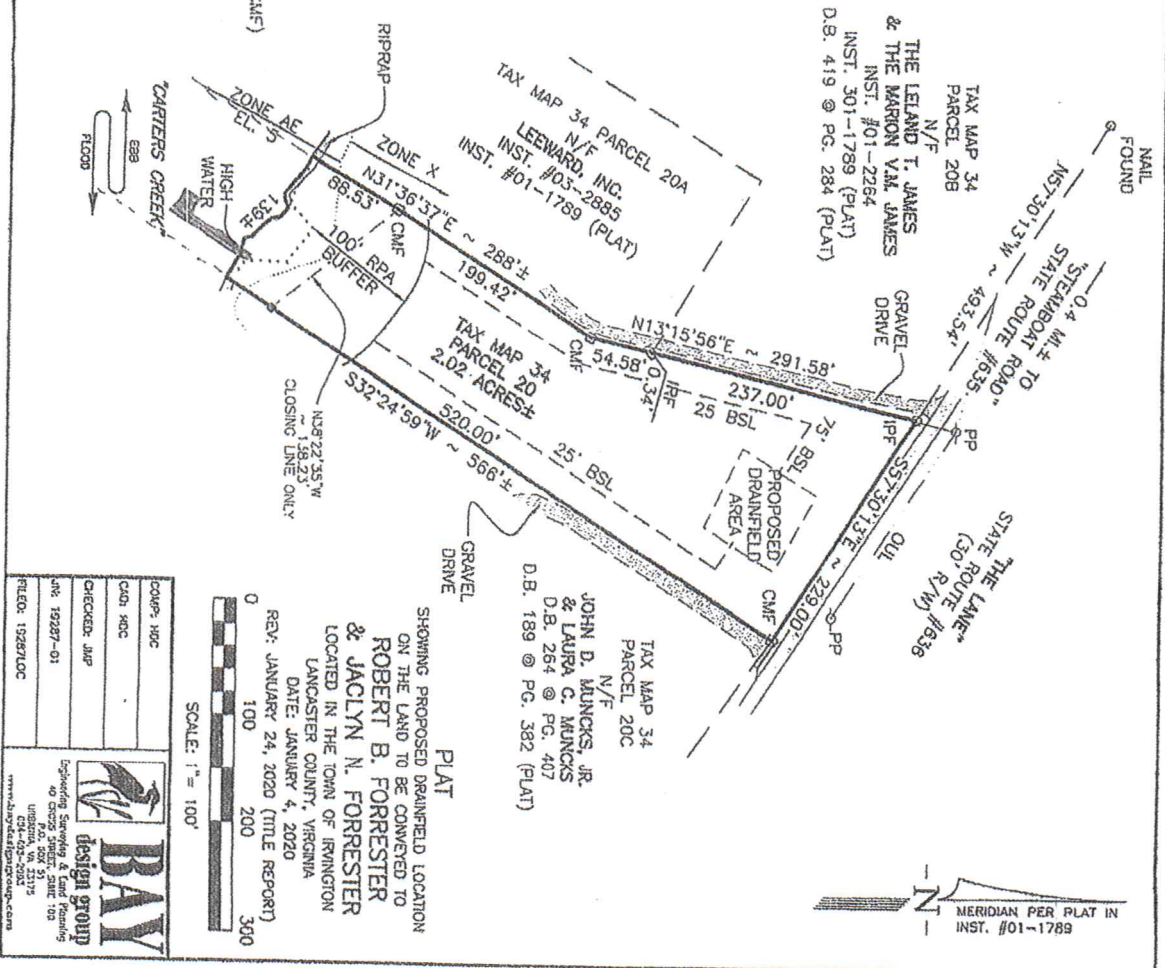
1. THIS PLAT WAS PREPARED WITH THE BENEFIT OF TITLE REPORT #P20-5 FROM FIDELITY NATIONAL TITLE INSURANCE COMPANY AND DATED JANUARY 8, 2020 AT 8:00AM.
2. THE LAND DELINEATED HEREON IS LOCATED ON COUNTY TAX MAP NO. 34 PARCEL 20.
3. CURRENT OWNER & REFERENCES: THE LELAND T. JAMES TRUST & THE MARION V.M. JAMES TRUST INST. #07-2137; D.B. 184 @ PG. 302 (PLAT)
4. EDGE OF WATER SHOWN HEREON IS AS OF TIME OF SURVEY AND NO EFFORT IS MADE BY THIS PLAT TO ESTABLISH OWNERSHIP OR ANY OTHER RIGHTS BEYOND THIS LINE.
5. THIS PARCEL LIES IN ZONE X, AREA DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN AND ZONE AE (EL. 5), AREA DETERMINED TO HAVE BASE FLOOD ELEVATIONS, AS DEFINED ON THE NATIONAL FLOOD INSURANCE RATE MAP PANEL NO. 510221 0143 D. DATED OCTOBER 2, 2014. THE ZONE LINES SHOWN ARE APPROXIMATE AND SCALED FROM SAID MAP.
6. SITE IS ZONED: R-1  
 FRONT SETBACK: 75' FROM CENTERLINE OF ROAD  
 SIDE SETBACK: 25' TO DRIP LINE OF MAIN STRUCTURE  
 HEIGHT: 35'  
 DWELLING: MINIMUM 1,200 S.F. FOR MAIN STRUCTURE

I, THE UNDERSIGNED, HEREBY CERTIFY THAT THIS PLAT IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND IS BASED ON A CURRENT FIELD SURVEY.



**LEGEND:**

- ⊕ IRON ROD FOUND (IRF) OR IRON PIPE FOUND (IPF)
- ⊖ T-BAR FOUND (TBF)
- ⊙ CONCRETE MONUMENT FOUND (CMF)
- ⊙ IRON ROD SET
- ⊙ CONCRETE MONUMENT SET
- ⊙ POWER POLE (PP)
- ⊙ TELEPHONE JUNCTION BOX
- ⊙ OVERHEAD UTILITY LINE
- ⊙ NOW OR FORMERLY RIGHT-OF-WAY
- R/W RPA RESOURCE PROTECTION AREA
- D.B. DEED BOOK
- P.B. PLAT BOOK



DATE: JANUARY 4, 2020  
 REV: JANUARY 24, 2020 (TITLE REPORT)

SCALE: 1" = 100'

0 100 200 300

COMPS: HBC  
 CASH: HBC  
 CHECKED: JWP  
 JLR: 19227-01  
 FILED: 19267JLC

**BAY design group**  
 Engineering, Surveying & Land Planning  
 4000 University Ave., Suite 301  
 Lynchburg, VA 24502  
 www.baydesigngroup.com

SHOWING PROPOSED DRAINFIELD LOCATION ON THE LAND TO BE CONVERTED TO  
**ROBERT B. FORRESTER & JACLYN N. FORRESTER**  
 LOCATED IN THE TOWN OF IRVINGTON  
 LANCASTER COUNTY, VIRGINIA

TAX MAP 34 PARCEL 20C  
 N/F  
 JOHN D. MUNCHES, JR.  
 & LAURA C. MUNCHES  
 D.B. 264 @ PG. 407  
 D.B. 189 @ PG. 382 (PLAT)





# Forrester Tax Map 34 20

Write a description for your map.

Legend  
Line Measure

DocuSign Envelope ID: A562342A-0235-4E7A-866F-9901726D3493

Google Earth  
© 2009 Google





## CONDITIONAL USE PERMIT #2020.CUP5

### Town of Irvington

### Staff Report for the Planning Commission

Prepared: July 16, 2020

Staff Contact: Lara M. Brown, Zoning Administrator

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*This report is prepared by the Town of Irvington Staff to provide information to the Planning Commission and the Town Council to assist them in making a decision on this request. It may also be useful to others interested in this zoning matter.*

**Property Owner:** Robert & Jaclyn Forrester

**Applicant:** Same

### **Property Characteristics:**

Physical Address: "The Lane" Note: 911 address has not been assigned  
Tax Map: 34 20  
Zoning: R-1  
Acreage: 2.02 acres  
Present Use: Undeveloped Land

### **Adjoining Property Zoning & Present Use:**

North: 34 21	Use: Residential
South: Carter's Creek	Use:
East: Hotard	Use: New Residential
West: James and Leeward, Inc.	Use: Residential

### **Proposed Use:**

This is a request for a Conditional Use Permit to build a new pier in R-1 district. The lot is located on "The Lane." Applicant seeks to construct a 140' wooden dock, six feet wide with a 19' x 8' L head platform at the end. 110' of proposed dock is channelward of MLW. There will be 36 wooden 8" butt pilings for the stem and platform and (5) 10" pilings for the boat lift and mooring pilings. No clearing or grading is required and the project will be primarily constructed from a barge. Materials will be brought in my land to the driveway and carried across the property to the building site.

The primary purpose of the project is to provide access to the water and provide secure harborage for a boat.

VMRC has approved the applicant's request on June 9, 2020. ACOE has issued compliance authorization on June 10, 2020.

**Background:**

Brian and Jaclyn Forrester currently reside at 437 The Lane. The Forrester's purchased this undeveloped lot for a potential home site. The dock will add value to the property as well as provide access to the water.

**Topography and Physical Features:**

The site primarily flat, with extensive wooded area. The site is located in Zone X, determined to be outside the 0.2% annual chance floodplain and Zone AE area determined to have base flood elevations as defined on the National Flood Insurance Rate Map. The site has 139' of shoreline.

**Agency Comments:**

**VMRC application #2020-0481** permits applicant to encroach in, on, or over State-owned subaqueous bottoms pursuant to Chapter 12, Subtitle III, of Title 28.2 of the Code of Virginia and is authorized to construct a private, non-commercial, riparian pier extending 110 feet channelward of mean low water, with a 20 foot L-Head, uncovered boat lift and single mooring pile adjacent to property on the Eastern Branch of Carter creek on The Lane in Lancaster County.

U.S. Army Corps of Engineers issued a Certificate of Compliance with Army Corps of Engineers Permit # NAO-2020-00585 VMRC# 20-V0481 on June 10, 2020.

**Public Input:**

A joint public hearing was held August 11, 2020 at the Irvington Baptist Church. The Forrester's CUP did not receive any opposition at the public hearing.

**Requirements for Approval of a Conditional Use Permit – Town Code §154.017, A-K:**

Before issuing any conditional use permit, the Planning Commission and the Town Council shall review the particular facts and circumstances relating to the application.

- (A) Town Code 154.051, Residential District R-1. The contemplated use is authorized in R-1 districts under 154.051 E (11) "boat docks for private use".
- (B) This property is located within a residential area with similar piers of the same size.
- (C) The contemplated use for this property is consistent with the Amended Comprehensive Plan, November 6, 2019.
- (D) Piers are allowed in the R-1 district. The location of the proposed pier is appropriate and not in conflict with the Amended Comprehensive Plan, November 6, 2019.

- (E) The proposed application does not adversely affect the public health, safety, morals and general welfare and is in compliance with the Chesapeake Bay Act.
- (F) The proposed project does not adversely affect the environment or surrounding properties
- (G) Private, residential pier will not have any impact on hours of operation as in the business district.
- (H) No application has been made for a sign permit at the time of this application.
- (I) See attached scale drawing. Notice to property owners within 300' were mailed or delivered in person via applicant, Brian Forrester. Certification and listing was received August 6, 2020. (See VA Code 15.2-2206). No opposing letters received.
- (J) The Planning Commission will make its recommendation to Council on this application at its Special Called Meeting scheduled for Tuesday, September 8, 2020 at 6:30 PM at Irvington Baptist Church.
- (K) Notice of a joint public hearing of the Planning Commission and the Council about this application was advertised twice in the Rappahannock Record, one week apart, on July 30<sup>th</sup> and August 6<sup>th</sup>, with the joint public hearing taking place five days after the last advertisement, on August 11, 2020. (See VA Code 15.2-2004).

**Staff Recommendation:**

Application meets all legal and regulatory requirements and recommends approval.

**Planning Commission Recommendation:**



## RESOLUTION 2020-12 TC

Conditional Use Permit Application – Mixed use building of three units, one office and two apartments, M-1, Tax Map 33-379 C

**WHEREAS**, the owner seeks a Conditional Use Permit (“CUP”) based on Application TOI# CUP – 2020.6\_ Pollard for mixed use building of three units, namely one professional office and two apartments, M-1 zoning district; Tax map # 33-379 C, 37 Seafood Lane (“Application”); and

**WHEREAS**, a joint public hearing on the Application was advertised in the Rappahannock Record on July 30, 2020 and August 6, 2020; and

**WHEREAS**, the Planning Commission and Town Council held a joint public hearing on August 11, 2020 to hear public views on the Application; and

**WHEREAS**, the Town Council considered the Application at its meetings held on August 13 and September 10, 2020.

**NOW THEREFORE, BE IT RESOLVED** that the Irvington Town Council hereby approves the Application subject to the following conditions: \_\_\_\_\_,

### Certification

I, Albert D. Bugg, III, Mayor, do hereby certify that the above is a true copy of Resolution 2020-12 TC adopted at a meeting of the Irvington Town Council held on September 10, 2020, at which a quorum was present and voting. The vote was:

In favor

Opposed

Absent

TOWN OF IRVINGTON

\_\_\_\_\_  
Albert D. Bugg, III, Mayor



## RESOLUTION 2020-06.PC

Recommendation Regarding Conditional Use Permit Application – Mixed use, one office and two apartments, M-1, Tax Map 33-379 C

**WHEREAS**, the Irvington Planning Commission was asked to review and make a recommendation to Town Council on Proposed Conditional Use Permit (“CUP”) Application TOI# CUP – 2020.6\_ Pollard for mixed use building of three units, namely one professional office and two apartments, M-1 zoning district; Tax map # 33-379 C, 37 Seafood Lane (“Application”); and

**WHEREAS**, a joint public hearing on the Application was advertised in the Rappahannock Record on July 30, 2020 and August 6, 2020; and

**WHEREAS**, the Planning Commission and Town Council held a joint public hearing on August 11, 2020 to hear public views on the Application; and

**WHEREAS**, the Planning Commission considered the Application at its meetings held on August 11 and September 8, 2020.

**NOW THEREFORE, BE IT RESOLVED** that the Irvington Planning Commission hereby recommends **approval** of the Application to Town Council.

Reasons given if any: None

I, Steve Kimmeth, Secretary of the Planning Commission, do hereby certify that the above is a true copy of Resolution 2020-06.PC adopted at a special meeting of the Planning Commission of Irvington, Virginia held on September 8, 2020, at which a quorum was present and voting. The vote was:

	In favor	Opposed	Abstain
Julie Harris	✓ yes		
Tom Chapman	yes		
Steve Kimmeth	yes		
Lee Capps	yes		
Phil Robinson	yes		
Chris Braly	yes		
Brian Forrester	yes		

IRVINGTON PLANNING COMMISSION

Steve Kimmeth, Secretary

Zoning Application for Conditional Use Permit # CUP # 2020 .cup6  
Town of Irvington, Virginia

To: The Zoning Administrator: Date, May 26 2020

The Applicant, Albert C. Pollard, Jr. is the owner of 37 Seafood Lane, Irvington, VA 22480

Exact legal description of said property being (tax map and Parcel #): 33-379C

\*\*\*\*\*

A Map and Adjacent Property Owner's List are hereto attached and made a part of this application.

(A) Above described property was acquired by Applicant: June 30, 2019

(B) What original deed restrictions concerning the type of improvements permitted, if any, were placed on the property involved? *The subject property is zoned industrial so all uses are allowed except for the requested setback variance from the street.*

(C) Request: The Applicant requests that you approve the location of the following use on the above described property:

*My goal is to add two nice apartments for lease and to keep my office in the building known as "37 Seafood Lane".*

*Therefore, I am making this application for two apartments in 37 Seafood Lane in a mixed use building with a professional office. In this way the building will have a use similar to "Trick Dog" (Dredge) building where offices and apartments are under the same roof. Or similarly, the "Ann Mekins Office" is a mixed use building with a professional office.*

*Apartments and offices (indeed, all "higher uses") are allowed under present industrial zoning. Per the zoning administrator, when applying for use allowed under "B2 Zoning" those setbacks apply, therefore the 600 sq foot addition to the present building meets the setback requirements.*

(Use this space ONLY to state exactly what is intended to be done on or with the property. Use space on Page 2 for circumstances pertaining to this request. If a building is involved a sketch or plan with photographic or other suitable description should accompany this application.)

**REQUIREMENTS AND INSTRUCTIONS  
FOR FILING APPLICATION FOR CONDITIONAL USE**

1. The Application Form must be filled out completely with full answers to every statement and question. The application may not be signed by an agent or attorney but must be signed by the lessee, owner or owners before a Notary Public in the space provided on the Applicant's Affidavit. Signatures of adjacent property owners who approve the request may be signed in the space provided on the Applicant's Affidavit. If space is not sufficient a supplemental sheet may be added to the petition. Such Signatures are desirable but are not absolutely required

2. The Filing Fee in the Amount of \$35 payable to the Town of Irvington must be paid at the time of filing the application.

Paid *[Signature]*  
(date) June 5, 2020  
Signature *[Signature]*  
CK# 1111 5JUN2020

SHARON LEE PHILLIPS  
NOTARY PUBLIC  
REGISTRATION #7781854  
COMMONWEALTH OF VIRGINIA  
MY COMMISSION EXPIRES  
10-16-22

*[Signature]*  
5 June 2020

**1. Describe briefly the type of use and improvements proposed. State whether new buildings are to be constructed, existing buildings are to be used or additions made to existing buildings.**

*The improvement would be one frame addition of 600 square feet so there could be two apartments total each equalling 600 square feet. Additionally, my professional office would remain in the building. Further improvements would be landscaping, fencing, shutters and such details to make the building more attractive.*

**2. Why does applicant believe the location of the use in question on the particular property is essential or desirable for the public convenience or welfare and will not be detrimental to the immediate neighborhood?**

*Yes, by approving this Conditional Use Permit, it improves the neighborhood by taking away the other more intensive, industrial and undesirable use for the property and the building.*

*Since the subject property is zoned industrial, I believe this use to be "by right", however, I also believe this use to be consistent with the density, look and feel of the neighborhood. I say this because: one of the neighboring properties is a duplex on a small lot; three of the neighboring properties are zoned residential and have lot size approximately half of subject property or smaller (37-378-A, 37-799E & 37-397); the town office is a considerable smaller lot size than subject property and, finally, 33-379 (the Quarles Property) is also zoned industrial and, as a storage yard, is probably not exemplary of what the town seeks to be.*

*The applicant intends to landscape with crepe myrtles, knockout roses and native plants around the building/property.*

*Soil tests indicate a drain field for two, one bedroom apartments and the light office use will fit between the existing building and back fence line. Obviously, no certificate of occupancy can be granted by the county unless the drain field is suitable for the described use.*

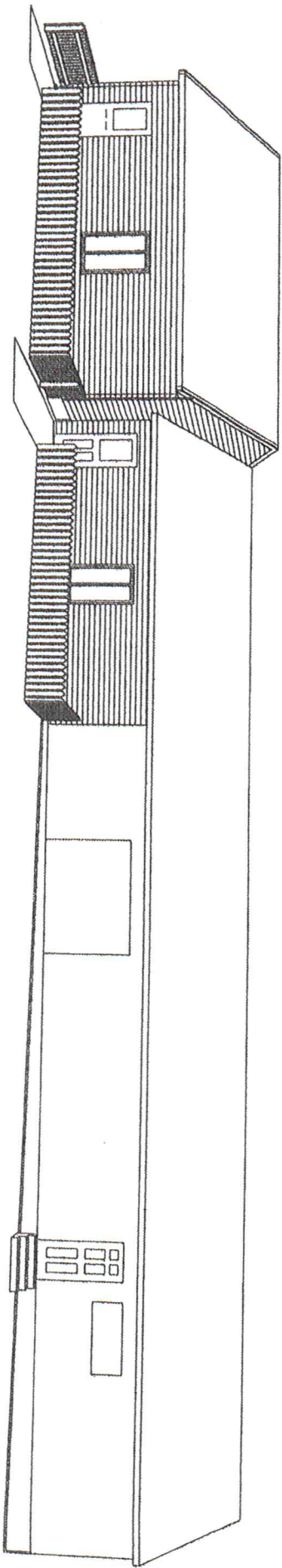
**3. Describe how the proposed use and improvements are to be designed and arranged to fit into the development of adjacent property and the neighborhood.**

*By approving this Conditional Use Permit, it improves the neighborhood by taking away the other more intensive, industrial and undesirable use for the property and the building.*

**4. Furnish plot plan showing the boundaries and dimensions of property, width of boundary streets, location and size of buildings on the site, roadways, walks, off street parking and loading space, landscaping and the like. Architect's sketches showing elevations of proposed buildings and complete plans are also desirable and if available should be filed with the application.**

*See Attachments A, B, C and D.*

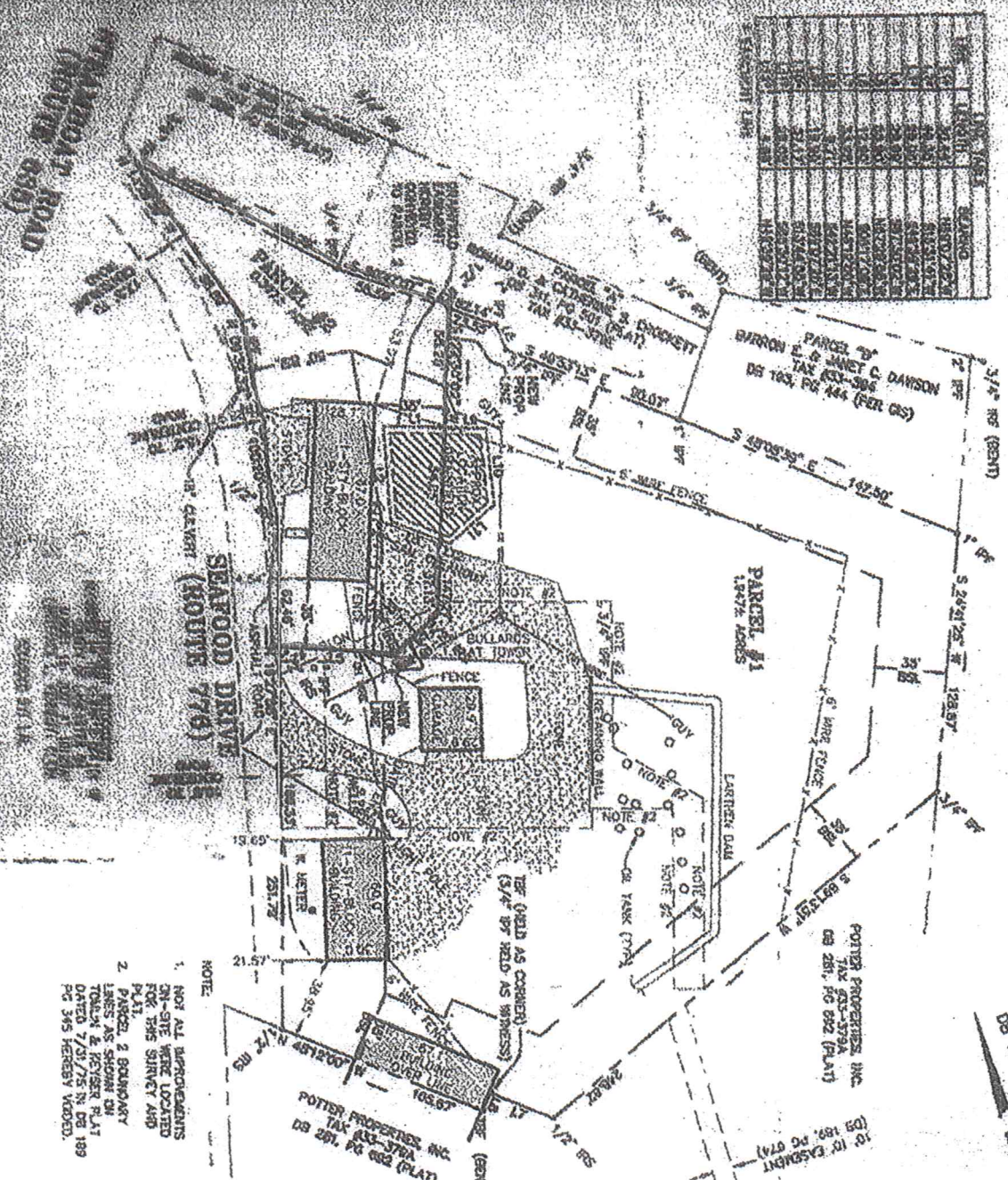




ATTACK A

**MONUMENT LEGEND**

LINE	TYPE	DESCRIPTION
1	CONCRETE	CONCRETE MONUMENT SET
2	PIPE	PIPE/ROD FOUND
3	CONCRETE	CONCRETE MONUMENT FOUND
4	PIPE	PIPE/ROD FOUND
5	CONCRETE	CONCRETE MONUMENT FOUND
6	PIPE	PIPE/ROD FOUND
7	CONCRETE	CONCRETE MONUMENT FOUND
8	PIPE	PIPE/ROD FOUND
9	CONCRETE	CONCRETE MONUMENT FOUND
10	PIPE	PIPE/ROD FOUND
11	CONCRETE	CONCRETE MONUMENT FOUND
12	PIPE	PIPE/ROD FOUND
13	CONCRETE	CONCRETE MONUMENT FOUND
14	PIPE	PIPE/ROD FOUND
15	CONCRETE	CONCRETE MONUMENT FOUND
16	PIPE	PIPE/ROD FOUND
17	CONCRETE	CONCRETE MONUMENT FOUND
18	PIPE	PIPE/ROD FOUND
19	CONCRETE	CONCRETE MONUMENT FOUND
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22	PIPE	PIPE/ROD FOUND
23	CONCRETE	CONCRETE MONUMENT FOUND
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26	PIPE	PIPE/ROD FOUND
27	CONCRETE	CONCRETE MONUMENT FOUND
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96	PIPE	PIPE/ROD FOUND
97	CONCRETE	CONCRETE MONUMENT FOUND
98	PIPE	PIPE/ROD FOUND
99	CONCRETE	CONCRETE MONUMENT FOUND
100	PIPE	PIPE/ROD FOUND



PAUL SIMONS, JR. & CHRISTINE F. SIMONS  
 TAX 633-385  
 DB 266, PG 101

POTTER PROPERTIES, INC.  
 TAX 633-374  
 DB 261, PG 682 (PLAT)

POTTER PROPERTIES, INC.  
 TAX 633-374  
 DB 261, PG 682 (PLAT)

**BOUNDARY LINE ADJUSTMENT**  
**BETWEEN THE PROPERTIES OF**  
**T. C. TREAKLE &**  
**JOHN A. CHRISTOPHER, INC.**  
 TOWN OF IRVINGTON - LANCASTER COUNTY, VIRGINIA

AUGUST 1, 2007  
 SHEET 2 OF 2  
 SCALE 1" = 40'



**Simons Nevinge, P.C.**  
 Surveyors & Planners  
 1011 Dyer Road  
 Yorktown, Virginia 23692  
 Phone: (757) 856-4014 Fax: (757) 856-7164

- LEGEND**
- Pipe/Rod Set
  - Concrete Monument Set
  - Pipe/Rod Found
  - Concrete Monument Found
  - RPA Resources Protection Area
  - RMA Resource Management Area



APPROVED:  
 TOWN OF IRVINGTON  
 BY: *[Signature]*  
 Plot Approving Agent

DATE: 8-9-07

STATE OF VIRGINIA  
 COUNTY OF LANCASTER

In the Clerk's Office of the Circuit Court for the County of Lancaster this \_\_\_ day of \_\_\_\_, 20\_\_ this map was presented and admitted to record as the law directs in instrument # \_\_\_\_\_

TESTE: \_\_\_\_\_ Clerk



**CONDITIONAL USE PERMIT #2020.CUP6**  
**Town of Irvington**  
**Staff Report for the Planning Commission**  
**Prepared: July 16, 2020**  
Staff Contact: Lara M. Brown, Zoning Administrator

---

*This report is prepared by the Town of Irvington Staff to provide information to the Planning Commission and the Town Council to assist them in making a decision on this request. It may also be useful to others interested in this zoning matter.*

**Property Owner:** Albert C. Pollard, Jr.

**Applicant:** Same

**Property Characteristics:**

Physical Address: 37 Seafood Lane  
Tax Map: 33-379C  
Zoning: M-1  
Acreage: .397  
Present Use: Office Space

**Adjoining Property Zoning & Present Use:**

North: McCloskey & Crockett	Use: Residential
South: Aqua (M-1)	Use: Industrial
East: Quarles (M-1)	Use: Industrial
West: Nelms, Moyer, Town, Breeden	Use: Residential, Town Office, Duplex, Office

**Proposed Use:**

This is a request for a Conditional Use Permit to modify use of existing building. The applicant would like to create a mixed use building consisting of 3 units, namely 1 professional office and 2 apartments equaling 600 square feet each and to enlarge the existing building to allow for this use. The applicant further intends to landscape with crepe myrtles, knockout roses and native plants around the property along with fencing and shutters on the exterior. Soil tests indicate a drain field for two, one bedroom apartments and light office use.

Staff could not find a former CUP under the former owner, Michael Christopher.

**Background:**

Mr. Pollard purchased this property June 30, 2019. Currently, the applicant is using the building as his personal office. The parcel consists of .397 acres and is developed with a one-story block building. The previous owner, Michael Christopher, once used this property for 2 apartments and 1 office/workshop until 1989, later reducing the use to 1 apartment and business offices/workshop until the early 1990's.

**Topography and Physical Features:**

The site is flat, with a gravel area for parking located in front of the building.

**Agency Comments:**

The water supply is public, existing.

The applicant has submitted an **approved** Professional Engineer Design Report for an On Site Treatment System from Obsidian Onsite Services, Inc., License # 0402018265. The existing sewage treatment is provided by an easement with the contiguous lot (33-379). The proposed treatment works will separate the two properties, convey the entire existing treatment works to the contiguous property (with a design flow of 325 gpd), and construct a new treatment works to serve the proposed building use. The new proposed system is designed for (2) one-bedroom apartments and an office.

Virginia Department of Health – approved permit #151-20-0079 for commercial 2-one bedroom units with water saving fixtures and 240 gpd office space.

**Public Input:**

A joint public hearing was held August 11, 2020 at the Irvington Baptist Church. Mr. Pollard's CUP application did not receive any opposition at the public hearing.

**Requirements for Approval of a Conditional Use Permit – Town Code §154.017, A-K:**

Before issuing any conditional use permit, the Planning Commission and the Town Council shall review the particular facts and circumstances relating to the application.

- (A) Town Code 154.126 Use Regulations for Industrial Limited District M-1, any structure to be erected or land to be used shall be for all permitted uses in R-1 and R-2 and B-1 and B-2 or one or more uses listed in M-1 A-I. The contemplated use, office building and two apartments is mixed use, and is authorized in the business district therefore allowed in M-1. The proposed use is similar in nature as the Dredge/shops/offices/apartment and also similar to Ann Meekins professional office, and The Vine/Kipp building with an apartment above, and the duplex (33 377A) is a duplex on a similar lot in size which is also an approved use in R-1. For lots recorded prior to March 9, 1989, the minimum lot area shall be exempt from the 1.5 acre requirement.
- (B) This property is located within an area serving mixed uses of residential, professional offices, apartments, industrial uses, and government office.

- (C) The mixed use established by similar properties in B-1, is consistent with the Amended Comprehensive Plan, November 6, 2019.
- (D) "Mixed use" is permitted as a conditional use in B-1 which falls under M-1. The location is appropriate and not in conflict with the Amended Comprehensive Plan, November 6, 2019.
- (E) The proposed application does not adversely affect the public health, safety, morals and general welfare and is in compliance with the Chesapeake Bay Act.
- (F) The proposed project does not adversely affect the environment or surrounding properties.
- (G) Parking will be provided for each apartment of two space(s) and the applicant's office is already served with 1 parking space. There is room for 8 parking spaces.
- (H) No application has been made for a sign permit at time of this application.
- (I) See attached scale drawing. Notice to property owners within 300' were mailed or delivered in person via applicant, Albert Pollard, Jr. Certification and listing was received July 28, 2020. (See VA Code 15.2-2206). Of the 18 letters sent, 10 responded favorably. None opposed.
- (J) The Planning Commission will make its recommendation to Council on this application at its Special Called Meeting scheduled for Tuesday, September 8, 2020 at 6:30 PM at Irvington Baptist Church.
- (K) Notice of a joint public hearing of the Planning Commission and the Council about this application was advertised twice in the Rappahannock Record, one week apart, on July 30<sup>th</sup> and August 6<sup>th</sup>, with the joint public hearing taking place five days after the last advertisement, on August 11, 2020. (See VA Code 15.2-2004).

**Staff Recommendation:**

Application meets all legal and regulatory requirements. Recommend approval with the following conditions:

1. The applicant shall provide adequate off-street parking spaces in conformance with 154.090 (C)1 b, Off-Street Parking. Off-Street parking provided for parking vehicles outside the dedicated street right-of-way. Parking spaces shall be no less than ten feet by twenty feet.
2. The applicant shall obtain the necessary permits for any improvements/additions to the structure.
3. No more than 1 business office shall operate in the building.
4. No more than 2 apartments with 1 bedroom each.

**Planning Commission Recommendation:**

## ZONING ADMINISTRATOR

The Zoning Administrator, who also serves as the Floodplain Administrator and the Building Official, is the designated reviewing agent of the governing body and Planning Commission, charged with proper administration of, compliance with, and enforcement of the Town Code, Titles specified below, ~~XV~~, and relevant state and local law and regulation. Additionally, this position is responsible for: managing land use permit processes in compliance with law, requesting and retaining permitting and other zoning records; keeping current the filing and reporting systems employed; learning and employing best practices; serving as staff to the Planning Commission and Town Council Facilities, Streets and Sidewalks Committee; timely informing the Mayor, Council and Town Officers of permit applications and regulatory compliance status.

The Zoning Administrator shall have all necessary authority to administer and enforce the provisions of Town Code Titles IX, XI, XIII, and XV, and, ~~at a minimum~~, the authority granted by Code of Virginia §15.2-2286.<sup>22</sup>



Sharon Phillips <sPhillips@town.irvington.va.us>

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## T Trot

1 message

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**mmm262@verizon.net** <mmm262@verizon.net>

Sun, Sep 6, 2020 at 10:45 AM

Reply-To: mmm262@verizon.net

To: "sPhillips@town.irvington.va.us" <sPhillips@town.irvington.va.us>

Cc: "juliehski@aol.com" <juliehski@aol.com>, "pollard.albert@gmail.com" <pollard.albert@gmail.com>, "efeddeman@msn.com" <efeddeman@msn.com>

Sharon,

This is the statement that will be presented to the Town Council at the meeting on Thursday, September 10th, regarding the 2020 Irvington Turkey Trot:

VIA has put together a subcommittee that, at your direction, would work with town staff to come up with guidelines to meet the spirit and the letter of the Governor's Phase Three COVID-19 guidelines. By having a "rolling start" every 2-3 minutes spread over 2 hours, we are confident that at any one time it will only be a fraction of the 450 that started at two different times in previous years. Further, we plan to have no registration or the crowding in involves, have multiple tables set up for the signing of waiver forms, socially distanced stations for participants to queue up for the event in small groups, require masks until they start, and not have any awards or food which could result in congregation of participants. In short, our goal is for folks to come to Irvington, start moving, have a good time at the "trot", and leave relatively quickly. All of this will be facilitated by trained volunteers and signage.

Respectfully,

Michelle Lybarger  
Event Director

11:34 AM  
09/07/20

Town of Irvington, Virginia  
A/P Aging Summary  
As of September 30, 2020

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	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>&gt; 60</u>	<u>TOTAL</u>
Aqua Virginia		12.16		-3.16	9.00
Bay Restoration & Air Duct Ser...		620.69			620.69
Irvington Baptist Church		200.00			200.00
Kilmarnock, Town of		2000.00			2000.00
TOTAL		<u>2832.85</u>	<u></u>	<u>-3.16</u>	<u>2829.69</u>





6772 Mount Landing Road  
Tappahannock, VA 22560  
804.513.9866

4

CLIENT: TOWN OF IRVINGTON  
235 STEAMBOAT ROAD  
IRVINGTON, VIRGINIA  
ATTN; SHARON PHILLIPS [sphillips@town.irvington.va.us](mailto:sphillips@town.irvington.va.us) 804-438-6230

@

DATE: 8/13/2020  
DESCRIPTION: TENNIS COURT OPTIONS FOR REPAIR

OPTION I CRACK REPAIR

1. CLEAN OUT NEW CRACKS.
2. FILL NEW CRACKS WITH SPORT MASTER ACRYLIC CRACK FILLER.NOTE: THERE IS NO CRACK REPAIR GUARANTEE IN THIS OPTION.
3. REPAIR AND TROWEL WHERE NEEDED IN OLDS CRACK REPAIR.
4. SCRAPE AND SAND REPAIRED CRACKS.
5. FURNISH AND INSTALL THE RITEWAY CRACK REPAIR SYSTEM OVER THE NEW REPAIRED CRACKS.
6. FURNISH AND INSTALL RTCC/RITEWAY 2 CRACK REPAIR SYSTEM ON THE OLD CRACKS.
7. COLOR AND LINE THE REPAIRED AREAS ONLY. NOTE: COLOR WILL NOT MATCH

COST OF OPTION I \$5675.00

OPTION II FULL COLOR AND LINES

1. FURNISH AND INSTALL ONE TEXTURED COAT OF ACRYLIC RESURFACER.
2. FURNISH AND INSTALL TWO TEXTURED COATS OF SPORT MASTER ACRYLIC TENNIS COURT COATINGS.
3. FURNISH AND INSTALL ONE LIGHTLY TEXTURED FINISH COAT OF SPORT MASTER TENNIS COURT COATINGS.
4. FURNISH AND INSTALL TWO TEXTURED COATS OF SPORT MASTER ACRYLIC LINE PAINT.

COST OF OPTION II \$8825.00

NOTE: RITEWAY AND RTCC/RITEWAY 2 CRACK REPAIR SYSTEM. THESE CRACK REPAIR SYSTEMS IS INSTALLED OVER THE REPAIRED CRACKS. THE RITE WAY CRACK REPAIR SYSTEM COMES WITH A TWO YEAR GUARANTEE THAT THE REPAIRED CRACKS WILL NOT RE-CRACK. YOU MAY SEE VERY SMALL HAIR LINE CRACK APPEAR IN THE TENNIS COURT COATINGS BUT NOT THE RITEWAY SYSTEM THIS IS BECAUSE THE RITE WAY SYSTEM IS MUCH STRONGER THAN THE TENNIS COURT COLORING MATERIAL. THESE HAIRLINE CRACK WILL NOT HARM YOUR GUARANTEE OR PLAY .

OPTION III BALL PARK PRICE FOR A BATTERY OF TWO NEW TENNIS COURTS ACROSS THE ROAD IN THE FIELD OR TO REBUILD PRESENT COURTS

1. ON OWNERS CLEARED PAD. RTCC WII DO THE FOLLOWING
2. FINE GRADE PAD TO ONE INCH FALL IN EVERY TEN FEET FALL (.83%) AND ROLL TO COMPACTION.(95%)
3. FURNISH AND INSTALL SIX INCHES OF 21A STONE.

Rennolds Tennis Court Construction, Inc.

Benjamin S. Rennolds  
President, CTCB  
ben@rennoldstennis.net



6772 Mount Landing Road  
Tappahannock, VA 22560  
804.513.9866

4. LASER GRADE STONE TO .83% FALL
5. ROLL LASER GRADED STONE TO COMPACTION.
6. FURNISH AND INSTALL TWO SETS OF NET POST SLEEVES IN CONCRETE TWO FEET AROUND AND FOUR FEET DEEP.
7. FURNISH AND INSTALL A TWO INCH LAYER OF 9.5 ASPHALT AND ROLL TO COMPACTION.
8. FURNISH AND INSTALL A ONE INCH LAYER OF SM9.5 ASPHALT AND ROLL TO COMPACTION.
9. FURNISH AND INSTALL ONE TEXTURED COAT OF ACRYLIC RESURFACER.
10. FURNISH AND INSTALL TWO TEXTURED COATS OF SPORT MASTER ACRYLIC TENNIS COURT COATINGS.
11. FURNISH AND INSTALL ONE TEXTURED FINISH COAT OF SPORT MASTER ACRYLIC TENNIS COATINGS.
12. FURNISH AND INSTALL TWO TEXTURED COATS OF SPORT MASTER LINE PAINT.
13. FURNISH AND INSTALL TWO TEXTURED HAND PAINTED COATS OF SPORT MASTER ACRYLIC PICKLEBALL AND TENNIS COURT LINE PAINT.
14. FURNISH AND INSTALL TWO SETS OF NEW NET POSTS, NETS AND CENTER STRAPS.
15. CLEAN UP JOB SITE.
16. MEET WITH OWNER

COST OF OPTION V        \$ 94400.00

OPTION VI        FENCE

1. FURNISH AND INSTALL FOUR HUNDRED AND SIXTY FEET OF BLACK TEN FOOT FENCING. THE TERMIAL POST WILL BE THREE INCH OD SCHEDULE FOURTY STEEL. THE LINE POST WILL BE TWO AND ONE HALF INCH OD SCHEDULE FOURTY STEEL. ALL POST WILL BE COATED BLACK AND SET IN CONCRETE THIRTY-SIX INCHES DEEP AND ONE FOOT X ONE FOOT WIDE. THE TOP RAIL AND CORNER BRACING WILL BE SCHEDULE TWENTY STEEL AND BLACK. THE BOTTON TENSION WIRE WILL BE BLACK SIX GAUGE STEEL THERE WILL BE TWO WALK GATES .

BALL PARK PRICE OF OPTION VI        \$ 22900.00    NOTE: YOU WILL NOT NEED A NEW FENCE IF YOU REBUILD THE PRESENT COURTS

Rennolds Tennis Court Construction, Inc.

A handwritten signature in black ink, appearing to read "Ben Rennolds", is written over a horizontal line.

Benjamin S. Rennolds  
President, CTCB  
ben@rennoldstennis.net



6772 Mount Landing Road  
Tappahannock, VA 22560  
804.513.9866

Rennolds Tennis Court Construction, Inc.

A handwritten signature in black ink, appearing to read "Ben Rennolds", written over a horizontal line.

Benjamin S. Rennolds  
President, CTCB  
ben@rennoldstennis.net



Sharon Phillips &lt;sphillips@town.irvington.va.us&gt;

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## Exterior of the Town office

1 message

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**Ronald bays** <hammerman4u83@gmail.com>  
To: Phillips Sharon <sphillips@town.irvington.va.us>  
Cc: Ronald bays <hammerman4u83@gmail.com>

Wed, Sep 9, 2020 at 9:44 AM

This email is being sent for the purpose of providing an estimate for work to be completed at the Irvington Town Office. The scope of work is as follows:

1. On the right side of the building, dig down at least 4 feet to expose the foundation and footing where leaking is occurring.
2. Parge, paste and plastic the foundation wall.
3. Install gravel and drain pipe for future drainage.
4. Install metal window wells at access door and window. Fill wells 2/3 with gravel for drainage.
5. Backfill and raise grade elevation along the building to allow water to run away from the building.
6. Seed and straw for erosion control.
7. Install new 6-in commercial gutter and downspout on the right side of the building.

Total cost to complete work as described above will be \$9, 535.00.

If you have any questions or concerns feel free to contact me at your earliest convenience.

Thank you,  
Ron Bays  
B&B Construction Co.



PROPOSED BY

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Leif Heltzel – Account Executive

804.314.4455

4880 Cox Rd., Glen Allen, VA



# Centric Overview

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Over the last 30 years Centric has established an award-winning reputation for providing the most innovative office technology with integrity, outstanding service, and excellent value. We demonstrate our unwavering commitment to total customer satisfaction through our *CustomerFirst* program. *CustomerFirst* is your assurance that Centric will integrate reliable hardware solutions with software to help you manage document workflow and increase productivity.



## LOCAL

In a service-intensive industry, there are tremendous advantages to working with a local company. All part, supplies, specialists, billing, decision makers, service, support and over 200 dedicated employees are located close to your organization.



## SERVICE

All requests for service are handled by a live representative in our state-of-the-art call center. Your technician will respond by phone within two hours to remotely diagnose and potentially resolve the issue. If on-site service is required, your technician will arrive, on average, within four hours. Technicians are proactive and perform a total diagnostic on every visit – inspecting the entire device and replacing worn parts, ensuring maximum up time.



## TECHNOLOGY

Centric is the leading providers of office technology in the Mid-Atlantic region. We offer the most innovative, productive and reliable digital technology and software solutions from the world's finest manufacturers, including Ricoh, Sharp, HP and Kyocera. Our technology partners offer a full range of award-winning products, so you are assured of obtaining the right solution for your specific applications.



## GREEN

We strive to minimize the environmental impact of our products by continuously implementing and improving programs aimed at environmental conservation. From our GOLD LEED certified corporate office to our toner recycling programs, the reduction of our ecological footprint is part of our corporate philosophy.



# CustomerFirst

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## EQUIPMENT PERFORMANCE

Your equipment will perform to manufacturer's specifications for the term of your lease or we will provide a replacement of equal or greater capabilities. If we can't repair a problem in your office, we will provide a loaner at no additional charge.

## TRAINING & SUPPORT

Your staff will receive training and support from our dedicated Customer Support Team on the most effective ways to implement and utilize your Centric solutions.

## CERTIFIED TECHNICIANS

All of our technicians are certified and factory trained to maintain your equipment. Centric has a manufacturer-certified trainer on staff, ensuring our technicians are trained to repair most problems on the first call. Centric's technicians are rewarded based on the reliability of your equipment! We measure their success based on the quality and productivity of the document you produce between service visits, a unique approach that ensure a high level of customer satisfaction.

## INVESTMENT SECURITY

Our leasing and trade-in programs provide you with the flexibility to upgrade and change equipment when necessary and access new technology without penalties.

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## AWARDS & ACCOLADES





CENTRIC

# Executive Summary

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## Current Situation

- Canon MF8580
- Replacing toner cartridges monthly
- Limited ability to print different media
- Current toner expense **\$457/Month**

## Goals

- Reduce costs of printing
- Increase print capabilities (11"x17", card stock, envelopes)
- Take IT/toner-related issues off your plate
- Partner with a local, responsive, service-oriented vendor

## Our Proposal

Our proposal for **Town of Irvington** includes the following components:

- Ricoh IM C2500
- Increased printing capabilities
- Attentive account management
- Proactive service & supplies (no more shopping for toner!)
- Cost savings of over **\$100/Month**





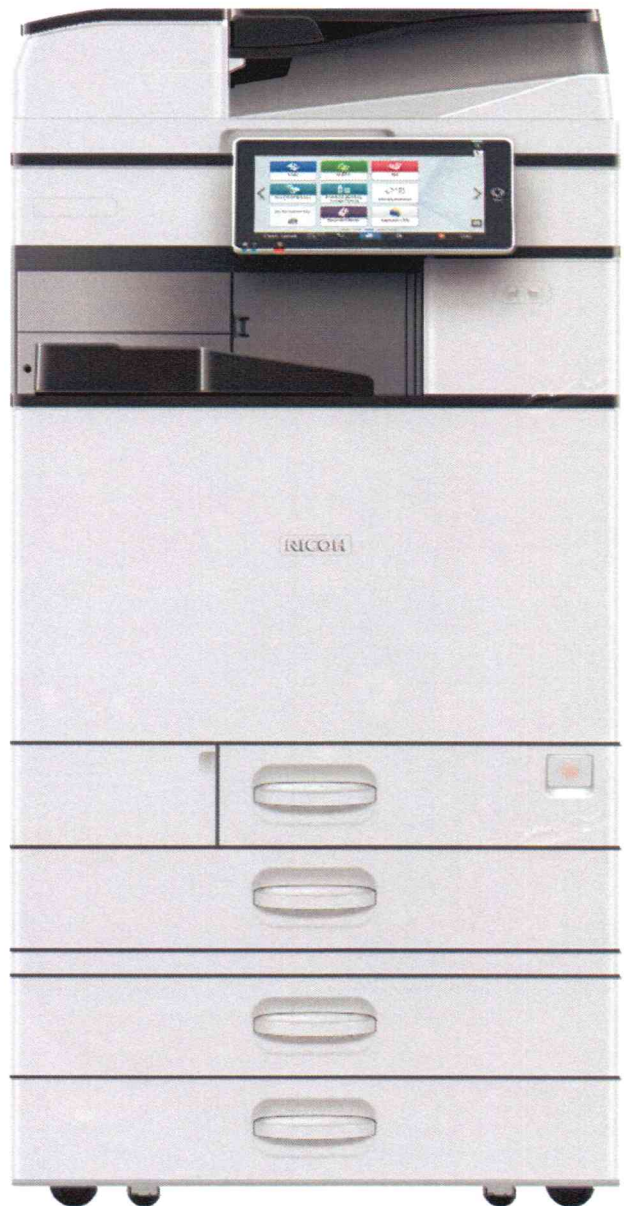


# Proposed Solution

## Ricoh IM C2500

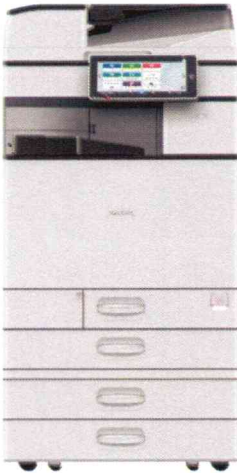
The IM C2500 is a smart choice for small businesses and workgroups. With these Intelligent Devices, you can download the latest features, upgrades and applications as you need them, to ensure the device is always up-to-date and ready to meet your business needs — now and in the future. Our advanced printing technologies deliver sharp text and true color without saturation, so you'll get the best quality print results every time.

- 25 page per minute print engine
- Copy, Print, Scan, Fax
- 11"x17" Paper Handling
- 10.1" Color Touch Control Panel
- 100-Sheet Document Feeder
- 4 Paper Trays – 550 Sheets each
- 100-Sheet Bypass Tray:  
Envelopes + Card Stock
- Recommended Monthly Volume:  
10,000 impressions
- Max Monthly Duty Cycle:  
40,000 impressions





# Solution Financials



## Solution Overview

- 25 Page Per Minute Printing
- High Quality Color Prints
- Automatic Print Reports
- 11"x17" Paper Handling
- Increased Scanning Speed
- Scan to email and network folders
- Fax Included

## Financials Include

- Ricoh Hardware
- Service Program
  - 3,500 B/W prints per month @ \$0.0129
  - 1,500 Color prints per month @ \$0.077
  - All labor, toner, developer, drums, parts, product training

## Agreement Details

- 63 Month FMV Lease
- Lease and service combined into single invoice
- Includes delivery, installation, networking
- Client will receive comprehensive live training on the technology

**Total Monthly Investment**

**\$ 355.08**



# Implementation Plan

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## AUTHORIZE AGREEMENT

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Once the agreement has been authorized, Centric will begin the order verification and build process.



## DELIVERY & INSTALLATION

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Expect a call from our Customer Care Team regarding critical network information and our Delivery Coordinator to schedule a convenient time for implementation of your new solution.



## TRAINING

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Our dedicated training staff will reach out to schedule the initial training on your new device. On-going training is also a standard and integral part of all Centric services. Centric's training staff can be utilized at any time during our relationship. You will receive training and support on the most effective ways to implement and utilize your new installed solutions. Our training is unlimited and can be requested at any time.



## ACCOUNT REVIEWS

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We believe in staying actively involved in your account. Centric will provide reviews on a quarterly basis. We will assess your entire fleet and report back with updated information in order to proactively address monthly volumes, billing, equipment performance, and redeployment of current equipment.



# Doing Business with Centric

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## PLACING A SERVICE CALL

Please have your equipment ID number ready. Please also be prepared to describe the problem or error code you are experiencing. You can place a service two different ways:

1. Continue to call the toll-free number listed on your Equipment Label during standard business hours. A customer service representative will assist you in placing your service call.
2. Visit our website online 24/7 at <http://www.centricbiz.com/Resources>. Follow the prompts to enter your service request.

## ORDERING SUPPLIES

Have your Equipment ID number and current meter reading ready. Let us know what type of supplies you need (i.e. toner) and what quantity.

1. Continue to call the toll-free number listed on your Equipment Label. A customer service representative will assist you in placing your supply order.
2. Visit our website online 24/7 at <http://www.centricbiz.com/Resources>. Follow the prompts to enter your supply order.

## SUPPLY DELIVERY

Our warehouse and distribution center is home to a substantial inventory of supplies. Products that are in stock will ship within one business day of your order.

## TONER RECYCLING PROGRAM

In addition to working with environmentally-conscious manufacturers, we've created a toner recycling program that provides responsible disposal of toner cartridge contents and proper recycling of cartridge containers. We'll ship pre-addressed, pre-paid recycling boxes to you. When your cartridge is empty, place it in its original box or wrap in newspaper or bubble wrap and drop it in the recycling container. When the re cycle container gets full simply seal the box and schedule for UPS pick up. Recycling your toner cartridges reduces pollution and waste by diverting non-biodegradable materials from being disposed of in landfills. Contact our supply department at 877-902-3301 to obtain pre-paid shipping boxes.

## TRAINING & SUPPORT

Centric offers training and support on the most effective ways to implement and utilize the solutions you selected to install. Our Client Training Specialist will schedule a visit with you whenever is most convenient. And any one of your users is welcome to attend. To contact a Client Training Specialist, please call 877-902-3301.



**MITCHELL SIGNS**  
 4537 Irvington Rd.  
 IRVINGTON, VIRGINIA 22480  
 P.O. BOX 23 (Mail)  
 (804) 438-5305

SOLD BY		DATE	
NAME		8-25-20	
ADDRESS		PHONE	
Town of IRVINGTON		438-6230	
CITY		SHARON	
- PROPOSAL -			
<input type="checkbox"/> CASH	<input type="checkbox"/> CHARGE	<input type="checkbox"/> MERCHANDISE RETURNED	
<input type="checkbox"/> C.O.D.	<input type="checkbox"/> PAID OUT	<input type="checkbox"/> PAID ON ACCOUNT	
QTY.	DESCRIPTION	PRICE	AMOUNT
2	TORNADOED "WELCOME" SIGN AT THE BRIDGE		
3			
	<ul style="list-style-type: none"> <li>I WAS ABLE TO RESCUE THE 4 PIECES (2) OF THE FRAME + THINK I CAN REUSE AND STRENGTHEN THEM.</li> <li>REPAINT FRAME + POST</li> <li>REFURBISH "HISTORIC LANDMARK" SIGN</li> <li>MAKE NEW MAIN SIGN</li> </ul>		
10			
11			
12			
13			
14			
15			
16			
RECEIVED BY		TOTAL	
		320.00	

NOT TO EXCEED 320.00

THANK YOU

2302