

**Onancock Town Council Meeting**

**AGENDA**

**JANUARY 25<sup>TH</sup>, 2016**

**7:00 p.m.**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Consideration and Approval of Minutes from the Regular Meetings on November 23<sup>rd</sup>, 2015.
4. Public Business
  - a. Public Hearing: Cochran/Heath Special Use Permit
  - b. Zoning Administrator Appointment
  - c. Proposed Policy on Participation on Town Committees
5. Public Comment
6. Planning Commission Report – Fletcher Fosque
7. Marketing Committee Report – John E. Morgan
8. Personnel Committee Report
9. Waterfront Committee Report – T. Lee Byrd
10. Christmas Committee - Catherine Krause
11. Mayor's Report
12. Town Manager's Report
13. Mayor and Town Council Comments
14. Closed Session (if needed)
15. Adjourn

Town of Onancock  
Town Council  
November 23<sup>rd</sup>, 2015

Call to Order and Roll Call:

Mayor Jones called the meeting to order and roll was called. Mayor Russell Jones and Councilmembers T. Lee Byrd, Catherine Krause, John Morgan, Sandra Fox, Joshua Bundick and Fletcher Fosque were present. All members were present and a quorum was established.

Consideration and Approval of the Minutes from the Regular Meeting on October 29<sup>th</sup>, 2015:

Mayor Jones asked if there were any changes, corrections or additions to the minutes as they were submitted.

Councilmember Bundick pointed out that his last name was misspelled on page one.

*With no other corrections, Councilmember Byrd made a motion to approve the amended minutes. Councilmember Bundick seconded the motion. The motion passed by unanimous voice vote.*

Public Business:

- a. BZA Appointment: Mayor Jones explained that one of the members of the Board of Zoning Appeals has asked to be replaced due to health reasons. Mayor Jones shared that the Town has two interested candidates for the position; Mr. John Simpkins and Mr. Jim McGowan. Council will need to approve one name to go before the Accomack County Circuit Judge for approval.

Mayor Jones asked for dialogue on the candidates. Councilmember Krause shared that both candidates are more than qualified. Councilmember Byrd pointed out that Mr. Simpkins has served in previous years. Councilmember Fosque suggested that since Mr. Simpkins has already served once why not allow Mr. McGowan the opportunity this time.

*Councilmember Fosque made a motion to recommend the appointment of Mr. Jim McGowan to the Board of Zoning Appeals to the Accomack County Circuit Court Judge. Councilmember Bundick seconded the motion. The motion passed by unanimous voice vote.*

- b. Supplemental Appropriation: Mayor Jones explained that the Agenda highlights two supplemental appropriations that needed to be addressed this evening but the Tree Board item had already been addressed at a previous Council Meeting.

Mayor Jones went on to explain that some donations had been received by the Town for the purpose of purchasing certain Christmas Decorations. Approval of supplemental appropriations is the way in funds not previously budgeted can be acknowledged in the Town's Christmas Decorations budget line item.

*Councilmember Bundick made a motion to approve the Christmas Committee's supplemental appropriation in the amount of \$1,100.00 (Revenue Line 103189.9001 and Expenditure Line 104001.5803). Councilmember Fox seconded the motion. The motion passed by unanimous voice vote.*

- c. Unison Proposal – Mayor Jones explained that this issue has already been heard publicly twice and the terms have remained the same. The Town will receive a \$274,000 payment to take over any leases currently on the water tower as well as 60% of any future water tower leases. Mayor Jones continued on to explain that this lump sum would go a long way to helping the Town secure matching grant funds for future projects. Mr. Custis, Town Attorney, has also had an opportunity to review the proposal, finding the contract favorable.

Councilmember Krause explained that with the ever changing world of technology entities may not be looking for water tower rentals in the future. Councilmember Krause shared that the Town may want to move forward with Unison because in a few years there may be no water tower rental revenue to be had.

Mayor Jones explained that this motion is to allow Town Staff to move forward with formalizing an agreement with Unison.

*Councilmember Byrd made a motion to direct staff to formalize an agreement between Unison, Inc. and the Town of Onancock. The terms of the deal shall not be less than \$274,000 for a 40 year lease. Councilmember Krause seconded motion. Mayor Jones asked for any public comments prior to the vote. With none, the motion passed by unanimous voice vote.*

- d. Proposed Policy on participation on Town Committees, G. Cabell Lawton, IV Town Manager and Councilmember John Morgan – Mayor Jones shared that Councilmember Krause brought up some interesting questions about what constitutes a committee in the Town of Onancock. What are the formal policies that guide Town Committees? Mayor Jones explained that those questions prompt Council to take a step back to revisit the making of a committee.

Councilmember Krause shared that the Town is on the brink of additional growth and opportunity. In the previous years the Town was smaller and more consolidated and committee rules and guidelines were passed down the chain verbally. Over time committee structure and the rules governing that structure have faded. Councilmember Krause continued on to say that with the intended new growth the Town is looking endeavor upon comes the need for formal policies to govern the Town's Committees. Councilmember Krause shared that she has been researching other small town policies and procedures on committees to help create a foundation for Onancock to model a new policy after. Councilmember Krause put together a draft policy document to help start the conversation on how to structure the Town's policies and procedures regarding committees. Councilmember Krause stressed that a formal policy needs to be adopted so that there is no confusion in future on how committees are to be run and what their function is when bringing forward policy suggestions to Council. Councilmember Krause acknowledged that some committees have to be structured in accordance with Virginia State Code. Another aspect to consider is who can sit on a committee? Does a committee member have to be a landowner or tax payer?

Mr. Jay Davenport, Poplar Cove, shared that it was his understanding that if you were not a town resident than you could be a non-voting member on certain committees.

Ms. Ann Nock, Market Street, shared that there are several people who live in Onancock but not in the town limits that feel that they are still apart of the Town of Onancock. The Town should not discourage their willingness to participate on Town Committees.

Mayor Jones expressed his concern for non-town residents making recommendations about how Town tax money gets spent considering they did not contribute to those funds.

Mayor Jones asked committee chairs to review Councilmember Krause's draft policy proposal and come back to Council with thoughts on how to move forward with the policy changes.

Mr. Alan Silverman, Parker Street, thanked Councilmember Krause for taking her time to research this issue and put together a draft document. Mr. Silverman continued on to say that he is concerned that if the Town limits who can serve on a committee then the Town may be losing out on the opportunity to utilize non-town residents' talents.

Public Comment:

Mrs. Nancy Stephan, North Street, asked that brush and limb debris be picked up prior to the Onancock Christmas Homes Tour.

Mrs. Janet Fosque, Onancock Farmer's Market, shared that the Onancock Farmer's Market has achieved non-profit status. Mrs. Fosque asked if the Market will need to re-apply for the Special Use Permit due to the change in entity. Mrs. Fosque would also like to alter the terms of the permit by dropping the timeframe of operation. Currently, the Market can operate from May-October with one holiday market in November. Mrs. Fosque shared that they will be requesting that the timeframe restrictions on the permit be dropped.

Mrs. Janet Rochester, King Street, shared her concern with the Special Use Permit submitted by Mr. Gary Cochran and Mrs. Charlotte Heath. The Onancock Planning Commission heard the application in a Public Hearing November 17<sup>th</sup>, 2015 and voted to advise Council to approve it. Mrs. Rochester expressed her concern that the business should stay in the business district and not in the residential district. Mrs. Rochester is also concerned about the lack of support for the Special Use Permit by neighbors and business owners in Town. With several objecting why is permit being recommended for approval.

Councilmember Fosque explained that the scope of their application was changed in the Planning Commission meeting. They are now applying to operate a bed and breakfast at their home address which is allowed in the Residential-1A zone with a Special Use Permit. Councilmember Fosque further shared that the Planning Commission was surprised when it was discovered that they had already been using their home address as an extension of The Charlotte Hotel without the permit being in place. Councilmember Fosque expressed his concern for the amendment to the application, from rooms to rent at their home location as an extension to their business to an actual bed and breakfast, stating that they may need to reapply with that distinction before asking Council for approval.

Mrs. Heather Silverman, Parker Street, stressed that Mr. Cochran was not forth coming with the fact that they had already been operating out of their home location without the permit in place. Mrs. Silverman explained that it only came to light in the Planning Commission meeting because others brought it to the Town's attention.

Mrs. Dawn Erato, King Street, read aloud a letter from Mrs. Shirley Zamora. The letter expressed several concerns such as; operating without the permit in place and the applicants disregard for the rule of law.

The letter continued on to ask that this matter be addressed swiftly by Town Staff demanding Mr. Cochran to cease all unpermitted activities.

Mayor Jones shared that the Town is looking for recourse. A call has been made to Mr. John Custis asking for guidance on this matter.

Councilmember Fosque asked that the Public Hearing be set for the December Council Meeting.

Councilmember Fox asked that Council also begin to think about what direction the Town will move in when the discussion of Airbnbs comes up.

Mr. Alan Silverman, Parker Street, is concerned with the lack of enforcement the Town seems to have with issues such as these. Onancock Zoning Ordinance, article XV, 24-94 which clearly defines how the Town will proceed with violators of the ordinance. It states that the individual is guilty of a misdemeanor. Mr. Silverman feels that the language is straight forward and a good foundation for the Town base its next actions.

Mr. Vincent Erato, King Street, also stood up in opposition, citing concerns with the lack of egress and parking spaces.

Mr. Haydon Rochester, King Street, shared another zoning concern in Town. A company called Community Solar appears to have started operating a business in a residential area. Mr. Rochester contacted to the Town Office about this issue and Town Staff said they were not aware of this matter but that the Zoning Administrator would look into when he returned to the office. Mr. Rochester also shared his concern for the lack of brush and limb pick up in the Town. Also, non-residents were weeding Town property to help keep the town looking nice. Mr. Rochester expressed his deep concern for the Town and its apparent lack of interest in helping to ensure of the values and standards of the town remain intact.

Mr. Silverman, Parker Street, read his letter aloud which spoke to his concern about the nonconforming use of Community Solar in residential house on King Street.

Councilmember Morgan apologized for this over-sight with Community Solar. Councilmember Morgan explained that he is the listing real estate agent on that property and when the lease was initiated the understanding was that the tenant and his wife would move in on a shore term basis, through the end of November. The renter did mention the possibility of hosting a few meeting there. Councilmember Morgan continued on to say that in the spirit of enforcement the sign has come down and they have been asked to vacate the property no later than December 31<sup>st</sup>, 2015.

Mr. Gerald Stephan, North Street, asked if Council would consider having the Town Police Department phones manned 24 hours a day. Mr. Stephan continued on to explain that not all issues and concerns are 911 worthy but may still require assistance. Mr. Stephan also wanted Council to remember that there are individuals that rent homes in town so please keep those non-landowners in mind when drafting the new Town Committee policy.

Planning Commission:

Councilmember Fosque shared that the Planning Commission held a Public Hearing on November 17<sup>th</sup>, 2015 to hear Mr. Cochran's Special Use Permit Application. Councilmember Fosque asked Council to

schedule Mr. Cochran's Town Council Public Hearing for the next Town Council Meeting, December 28<sup>th</sup>, 2015. Councilmember Fosque asked Council members to let Town Staff know if they will be available to attend that meeting since it is directly following the Christmas holiday. If there is no quorum the Town will need to postpone Mr. Cochran's Special Use Permit Public Hearing until the January 2016 meeting.

Marketing Committee:

Councilmember Morgan shared that Mrs. Kathy Boyd brought a new member to the Marketing Committee, Mrs. Lovell.

Personnel Committee:

No meeting.

Waterfront Committee:

Councilmember Byrd shared that seasonal rentals were discussed at the last Waterfront Meeting. Councilmember Byrd also shared that it has been a slow start to the fishing season. There will be new transient rates for the coming year. Lastly, Harbormaster Charles Kelly will have Saturday hours from 8 am-12 pm through December for fuel sales.

Christmas Decorating Committee:

Councilmember Krause shared what an honor it was to serve on the committee this year and thanked all of the volunteers for their hard work.

Mrs. Fosque expressed her heartfelt gratitude for all the volunteers and their hard work. Accomack Northampton Electric Coop was also instrumental in the decorating efforts. Mrs. Fosque also shared that the committee was able to raise over \$2,000 in donations for additional decorations.

The Onancock Town Council also thanked the committee as well as the volunteers for their hard work in helping to make the Town sparkle this Christmas Season.

Town Manager's Report:

Town Manager Lawton was absent.

Mayor and Town Council Comments:

Mayor Jones shared that Town Manager Lawton has a serious illness which is being treated at MCV in Richmond. Mr. Lawton recently had a procedure that could potentially alleviate his symptoms for up to ten years. Town Council has approved a motion to bring on a part-time Town Manager to assist in the daily activities at the Town Hall while Mr. Lawton is recovering. Mr. Bill Whitley is a retired manager who will be coming in on a part-time basis for up to six months.

Mayor Jones also shared that Mr. Lawton will be moving to Accomac in the middle of December.

Council Comments:

Councilmember Fosque mentioned that Town Christmas Parade is coming up on December 13<sup>th</sup>, 2015 and would Councilmember Byrd's golf cart be available. Councilmember Byrd confirmed that it would be.

Councilmember Byrd thanked everyone who volunteered to help with the Town's Christmas decorations.

Closed Session, if necessary:

None was needed.

Adjourn:

*Councilmember Byrd made a motion to adjourn. Councilmember Krause seconded the motion. The motion passed unanimous voice vote.*

The meeting was adjourned at 8:44 PM.

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Russell Jones, Mayor

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Lisa Fiege, Deputy Clerk

To: Mayor Russell Jones  
Onancock Town Council  
Onancock Planning Commission

From: William H. Whitley  
Interim Town Manager  
January 18,2016

Re: Heath/Cochran Special Use Permit

The town has received a special use zoning application from Charlotte Heath and Gary Cochran to operate a bed and breakfast in their home at 43 King Street. It is identified as Application SUP 01:16. This is a separate request from the one received from the applicants in July, 2015, that has been withdrawn. Section 24-96 (b.) of the town`s zoning ordinance requires that I, acting as the town`s zoning administrator, send you all a copy of all information collected on this application as well as a recommendation. This memorandum fulfils that obligation.

The applicants indicate they will have two rooms in this location to be used for the business and have received approval from the Accomack County Building Code Enforcement office as well as the health department for this use (see enclosures). We have notified all adjacent property owners of this application as required by the ordinance.

I have reviewed the information provided by the applicant and have visited the site. It is my recommendation that Application SUP 01:16 be approved with the following conditions:

1. There shall be a minimum of two off street parking spaces provided for the two rooms to be used for this purpose.
2. No meals will be served at this location.
3. The special use permit is not transferable if ownership of the property changes.

Council Action:

If the council decides to move forward on the application the motion would be:

I move to approve Special Use Permit 01:16 with the following conditions:

1. There shall be a minimum of two off street parking spaces provided for the two rooms to be used for this purpose.
2. No meals will be served at this location.
3. The special use permit is not transferable if ownership of the property changes.



TOWN OF ONANCOCK, VIRGINIA  
SPECIAL USE PERMIT APPLICATION

Applicant's Name: CHARLOTTE HEATH & GARY COCHRAN

Address: 43 KING ST. ONANCOCK, VA 23417

Telephone Number: 757-787-2400 Date: JANUARY 5, 2016

Location and Legal Description of Property Proposed: KNOWN AS MOORE  
RESIDENCE, 43 KING IS BOUNDED ON SOUTH BY  
KING ST., ON EAST BY PARKER ST., BOTH OF  
WHICH ARE COMMERCIAL.

Tax Map Number: 085AZA000004200

Zoning Classification: RIA

Description of Proposed Use: 1 BED AND BREAKFAST  
HOUSE WHICH AS DEFINED IN SEE 24-16  
PARAGRAPH b.

PAID  
JAN 06 2016

RECEIVED

**PUBLIC HEARING  
TOWN COUNCIL  
TOWN OF ONANCOCK, VA  
JANUARY 25, 2016**

The Town Council for the Town of Onancock, VA will conduct a public hearing on Monday, January 25, 2016 *at 7:00 p.m.*, in the Town Council Chambers located at 15 North Street, Onancock, VA 23417, to consider the following requests:

*SUP 01:16 Request by Ms. Charlotte Heath and Mr. Gary Cochran for a special use permit to operate a bed and breakfast at 43 King Street, Onancock, VA 23417. The property is further described as tax map parcel 085A2A00000-4200 and is zoned R-1A Residential.*

Copies of the above ordinance amendments are available for review at the Town Office located at 15 North Street, Onancock, VA 23417 during normal business hours. The public is invited to attend this hearing and comment or participate in the proceedings. Questions or comments may be directed to Mr. William H. Whitley, Interim Town Manager, at 757-787-3363, or email at [clawton@onancock.com](mailto:clawton@onancock.com), or at the work address above.

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TO: Eastern Shore News

Advertise on the following dates: January 16<sup>th</sup> & January 20<sup>th</sup>, 2016  
Authorized by: Town Manager, Town of Onancock  
Bill to: Town of Onancock, VA  
15 North Street, Onancock, VA 23417

January 5, 2016

Onancock Planning Commission  
15 North Street  
Onancock, VA 23417

RE: Cochran/Heath Special Use Permit Application of January 5, 2016

To Whom It May Concern:

Herewith is our application for Special Use Permit of our home at 43 King Street as a Bed & Breakfast House per Section 24-16 (b) of the Onancock Zoning Ordinance. Per the instructions there is also a check in the amount of \$125 as required of Section 24-96 (a). Section 24-95 (Statement of Intent) specifically states that "Opinions of neighbors are strongly considered by the Town Council." Section 24-96 (c) states "Written notice shall be given at least five days before the public hearing to all abutting property owners and property immediately across the street or road from the property affected by certified mail to the last known address." I have attached a map identifying the parties which should be so notified. Because these properties are specifically identified in the code as requiring special notification treatment, it follows that these neighbors' opinions are weighted heavier than those not so identified. Neighbors who are not specifically so identified may of course have and voice their opinions, but these are discounted beyond those of the identified properties. I have spoken personally with Peter Dundon, Leo B., and Pete Lancho. Charlotte has spoken with Miguel Bizotto. All of these individuals are supportive of our project and will either come if requested, or send a letter of support if needed. We do know, of course, that Mr. Erato has voiced his objection out of all of those identified as requiring special notification.

For your information, the County Health Department has approved our use due to the fact that meals will be provided only from an otherwise approved kitchen, and the county building code enforcement officer has approved the property for this usage.

We are only intending to rent two rooms and we are providing off street parking. As such, the only way anyone will know if there are guests at the house will be the presence of one or two cars in the driveway that do not belong to us. We had more people and vehicles in the property when our children lived at home than we will ever have by occasionally renting rooms.

Finally, the people we will be accommodating will be contributing to the local economy. They are coming to Onancock for a reason and will spend money downtown since they are right there, including the pizza shop across the street operated by Mr. Erato.

Respectfully yours,

  
Gary Cochran & Charlotte Heath



NOT TO SCALE

PROPERTY OF PETER DUNDON

PROPERTY OF  
VINNIE EATTO

PROPERTY OF  
MICHAEL BIZOTTO

PROPERTY OF  
MICHAEL BIZOTTO

PROPERTY OF  
VINNIE EATTO

JONES KING STREET

PROPERTY OF  
GARY COCHRAN  
&  
CHARLOTTE HEATH

43 KING

OFF ST.  
PARKING

PROPERTY OF LEO B.

PARKER STREET

MUNICIPAL PARKING LOT

PROPERTY OF  
PETE LANCHIO

**TOWN OF ONANCOCK, VA  
TOWN COUNCIL**

**RESOLUTION R-01-2016**

**RESOLUTION FOR THE TOWN ZONING ADMINISTRATOR**

WHEREAS, the Code of Virginia requires that the town council appoint someone to act as the Zoning Administrator for the town, and

WHEREAS, due to the extended medical leave of the town manager, the council has employed an interim town manager to handle the day to day duties until he returns, and:

WHEREAS, the interim town manager is required to act as the zoning administrator for the town until the town manager returns:

NOW THEREFORE, BE IT RESOLVED, by the Onancock Town Council that the Interim Town Manager, William H. Whitley, is hereby appointed as Zoning Administrator for the town until further notice.

APPROVED:

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Russell A. Jones, Mayor

The foregoing Resolution R-01-2016 was approved at a Regular Meeting of the Town Council of the Town of Onancock, Virginia, conducted on January 25, 2016, upon the following recorded voice vote:

T. Lee Byrd	Yes/No	Fletcher Fosque	Yes/No
Joshua Bundick	Yes/No	Catherine Krause	Yes/No
Sandra Fox	Yes/No	John Morgan	Yes/No

ATTEST:

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William H. Whitley  
Interim Town Manager

## Town of Onancock Virginia Committee Guidelines

### **Purpose**

- Committees will be appointed by the Mayor subject to the approval of the Town Council
- The Town Council will establish the committee's role, membership and leadership.
- Committees are advisory in nature and exist solely for the purpose of fulfilling the role and direction authorized by the Town Council.

### **Definitions**

**Committee:** A committee in the town of Onancock is a body of at least 3 persons appointed to consider, study, investigate and/or take action on assigned matters. Committees are established to fulfill a specific purpose or serve in an advisory role to the Town Council as well as allowing greater citizen participation.

**Citizen:** Any person, who owns property in the town of Onancock proper, be it business or personal.

### **Types of Committees**

**Mandated Committees:** Those committees in continuous existence as mandated by State Law.

- Planning commission
- Personnel committee

**Standing Committees:** Committees appointed by the Mayor and approved by the Town Council

- Waterfront committee
- Marketing committee
- Tree Board

**Ad Hoc Committee:** A committee established for a specific need or purpose; generally on a short-term basis.

- Christmas committee

### **Membership**

- The Mayor with Town Council confirmation will appoint the committee chairperson.
- The committee chairperson may recommend potential committee members and present their nominations to the Mayor.
- Appointed committee members will serve for two years.
  - Committee appointment will be made by the Mayor, with the approval of Council, at the start of his/her term of office.
- If a new committee member is needed during a term the chairperson may recommend a replacement and submit the nomination to the mayor. The mayor with town council approval may appoint the new committee member.
- There will be at least three but not more than seven committee members on any committee.
- Committee members must be tax-paying citizens of the town of Onancock in order to be a full voting member of a committee.

Approved by Council: Date  
Revised and Approved: Date

## Town of Onancock Virginia Committee Guidelines

- Onancock citizens who are eligible to vote in elections are encouraged to participate on Town committees.
- Those citizens who possess expertise and express an interest in serving on a committee but do not live in the town proper and therefore do not pay town tax may be eligible for appointment based upon their interest and experience. However they will not be voting members but will instead serve in a consulting role.
- Some knowledge and/or experience in the field is preferred for all committee members and is required for all non-voting applicants.
- Citizens interested in serving on Committees should express their interest to the Onancock Town Manager's Office. Citizens are asked to write a brief summary explaining their interest. A list of interested citizens will be provided to the Mayor, Town Council and Committee Chairperson for consideration. Interested citizens should be aware that on some occasions there are not enough vacancies to accommodate all who are interested in particular Committee assignments.
- Continued nonattendance at scheduled meetings may be cause for a member to not be reappointed.

### **Agenda**

- To observe the Freedom of Information Act (FOIA) requirements an agenda must be established for each meeting and published by the town clerk. Agendas are normally published at least 7 days in advance of a meeting.

### **Meetings**

- Standing committees must meet at least twice annually or it may be that the purpose of the committee has expired.
- A record of the meeting will be made in kept in the town files.
  - Meeting minutes will be a factual record of the actions of the committee.

## Interim Town Manager's Report – January 2016

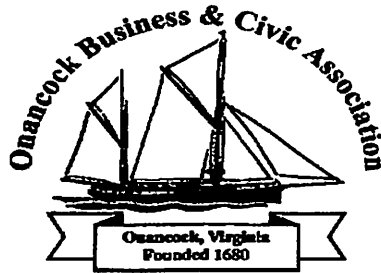
Following are items that I want to bring to Council's attention at your January meeting:

1. It is my understanding that you have been discussing the enforcement of existing parking regulations with the police chief. He indicates that he will attend your February meeting with a report.
2. Work has begun on the Gazebo roof. This should be completed within thirty days. As you know, you appropriated \$5,000 in the current operating budget for this. Additionally, the Onancock Business and Civic Association generously provided \$2,000 for the project to get us to the \$7,000 total cost for the work. Mayor Jones and Council member Byrd worked diligently to get us to this point.
3. The Mayor has set a public information session for February 8<sup>th</sup> at 7 p.m. in council chambers to talk to interested citizens about the future of the Historic Onancock School. While this is not a council meeting, you are all certainly invited to attend.
4. I am working on developing a delinquent tax collection program for the council to review. We need to do a better job working with citizens to collect delinquent taxes and fees owed to the town. This may require some difficult decisions by you as to how you want to approach this problem in the near future.
5. I will bring you a budget adoption schedule at your February meeting. Please be thinking about the number of work sessions you feel will be needed to discuss the budget.
6. The mayor, the utilities director and I met in early January with officials from Riverside Hospital to get an update on the hospital's construction progress and to specifically get a feel for when they would need water service from the town. They are on their schedule for construction completion by the end of this calendar year and they indicated that they will need water from us around the third week of February.
7. The mayor has asked me to examine the possibility of changing the utility billing schedule from the present quarterly method to an every other month collection. I will bring you a recommendation concerning this in the near future.
8. We are going to need to look for alternatives for a place to dispose of the debris from the town's chipping operation. It is my understanding from staff that the current disposal location is nearing capacity and we do not have a piece of town property suitable for this use. We have not been able to chip over the past few weeks because of the wetness of the disposal site. Any ideas any of you may have about this issue would be appreciated.
9. You will need to have a public hearing at your February meeting to consider a request from the Open Air market to amend their special use permit requirements. My understanding is that this needs to be done due to an ownership change as well as their desire to operate more frequently this year. The planning commission discussed this at their meeting of January 18<sup>th</sup>.

I would be happy to answer any questions that any of you may have about these items either during the meeting or at any time.



**Bill Whitley**  
**Interim Town Manager**



December 14, 2015

Mayor and Council  
Town of Onancock  
15 North St.  
Onancock, VA 23417

Dear Mayor Jones and Council,

Onancock Business and Civic Association is pleased to inform you that we have completed our American Flag project.

We have purchased a total of 40 American Flags (with hardware) to be displayed in Onancock on Patriotic Holidays. The last 20 flags arrived too late to be installed for Veterans Day this year but can be added to the Memorial Day display next year. This will provide a flag display from the entrance to Onancock to the Wharf.

OBCA is pleased and proud to have been able to make this contribution to our town.

Sincerely,

Kris LaMontagne  
President, OBCA

Incident Crime Summary / Police Activities Year to Year Comparison  
Onancock Police Department

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	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Total Events Initiated	1,987	5,313	8,446	11,565	<b>10,590</b>
Traffic Summons	363	441	418	361	<b>499</b>
Verbal Warnings	187	189	257	211	<b>140</b>
Business / Citizen Complaints and Assist	127	252	242	216	<b>205</b>
	73	98	99	102	<b>130</b>
Incident Based Criminal Cases	13	13	15	19	<b>15</b>
Traffic Crashes	360	807	1,321	1,396	<b>650</b>
Business / Residence Checks	N/A	1,434	3,234	6,902	<b>7,215</b>
Special Patrols					

**Incident Crime Summary / Police Activities Year to Year Comparison  
Onancock Police Department**

Offense	2010	2011	2012	2013	2014	2015
<b>Homicides</b>						
Murder/No-negligent Manslaughter	0	1	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Justifiable Homicide	0	0	0	0	0	0
<b>Total Homicide</b>	0	1	0	0	0	0
<b>Kidnapping / Abduction</b>	4	1	0	0	0	0
<b>Sex Offenses, Forcible</b>						
Rape	0	0	2	0	2	1
Sodomy	1	1	0	0	0	1
Sexual Assault with an Object	0	0	0	0	0	0
Fondling	0	1	0	2	0	1
<b>Total Sex Offenses, Forcible</b>	1	2	2	2	2	3
<b>Robbery</b>	0	1	0	0	1	1
<b>Assaults</b>						
Aggravated Assault with Knife/Firearm	0	0	0	0	2	2
Simple Assault	12	6	9	18	15	15
Intimidation	0	0	1	2	1	2
<b>Total Assaults</b>	12	6	10	20	18	19
<b>Arson</b>	1	0	0	0	0	0
<b>Burglary / Breaking and Entering</b>	9	4	3	4	4	3
<b>Larceny / Theft</b>						
Pocket-Picking	0	0	0	0	0	0
Purse-Snatching	0	0	0	0	0	0
Shoplifting	1	1	0	4	0	0
Theft of Motor Vehicle Parts	0	0	0	0	3	2
Theft of Motor Vehicle	0	2	3	6	5	1
Theft from Coin-Operator Machine	0	0	0	0	0	1
Theft from Building	5	3	5	6	4	2
All Other Larceny	8	5	5	10	8	19
<b>Total Larceny / Theft Offenses</b>	14	11	13	26	20	35
<b>Motor Vehicle Theft</b>	1	1	0	0	0	3
<b>Counterfeiting / Forgery</b>	0	1	0	0	0	6
<b>Fraud</b>						
False Pretenses/Confidence Game	0	2	0	0	2	1
Credit Card/Automatic Teller Fraud	0	0	0	0	0	1
Impersonation	1	0	0	0	0	1
Welfare Fraud	0	1	0	0	0	0
Wire Fraud	0	0	0	0	2	0
<b>Total Fraud Offenses</b>	1	3	0	0	2	3

**Incident Crime Summary / Police Activities Year to Year Comparison  
Onancock Police Department**

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<b>Offense</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Stolen Property	0	0	0	1	1	0
Destruction/Damage/Vandalism Property	12	18	25	10	11	10
<b>Drug/Narcotic Offenses</b>						
Drug/Narcotic Violations	4	3	3	1	2	0
Drug Equipment Violations	2	1	0	0	0	1
<b>Total Drug/Narcotic Offenses</b>	<b>6</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>1</b>
Weapon Law Violations	0	1	0	0	1	0