

Town of Onancock
Town Council
January 25, 2016
7:00 PM

Call to Order and Roll Call:

Mayor Jones introduced Mr. Bill Whitley. Mr. Whitley is serving as the Town's Interim Town Manager while Mr. Cabell Lawton is out on medical leave.

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

The Pledge of Allegiance was recited.

Consideration and Approval of Minutes from the Regular Meeting on November 23rd, 2015:

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

With none, Councilmember Bundick made a motion to approve the minutes as submitted. Councilmember Fosque seconded the motion. The motion passed by unanimous voice vote.

Public Business:

- a. Public Hearing: Mayor Jones opened the public hearing on the special use application submitted by Mr. Gary Cochran and Mrs. Charlotte Heath for the purposes of opening a bed and breakfast at their home, located at 43 King Street.

Mr. Whitley explained that the applicants are requesting approval to utilize two of their spare bedrooms at their home location for the purposes of operating a bed and breakfast. This use has already been approved by Accomack County's Building Code Enforcement Department as well as the health department. Mr. Whitley shared that this is a permitted special use for the Town's R1A Zone. Mr. Whitley continued on to say that based on the information submitted by the applicants he recommends to Council that they approve their request with the following conditions: there shall be a minimum of two off street parking spaces provided for the two rooms to be used for this purpose; no meals will be served at this location; and, the special use permit is not transferrable if the ownership of the property changes. Mr. Whitley shared that the town recently received 14 letters supporting the applicants' request. Previously, the town receipted three letters of dissent.

Mayor Jones asked if Council had any comments or concerns about this application. There were none.

Mr. Cochran, applicant, asked to speak on behalf of his application. Mr. Cochran apologized for operating previously without the proper permit in place but asked for Council to approve their request for the special use permit.

Councilmember Byrd asked if the onsite parking would be in the driveway. Mr. Cochran confirmed that it would be and that if necessary he would erect the appropriate signage designating it so.

Mrs. Colleen Killeen, Onancock property owner, spoke in favor of the application and asked council to pass it.

Mr. Haydon Rochester, King Street, stated that his initial dissent was due to the lack of zoning oversight in the town at that time. Mr. Rochester shared that he no longer has an objection to the application.

Mr. Rick Turner, Onancock Street, asked that council look into making it a requirement that the owners of bed and breakfast also reside at the same location.

Mrs. Janet Fosque, Market Street, urged council to think about the future consequences of approving this request. Will it tread on the town's authority to restrict short-term rentals in the future?

Mayor Jones explained that this application is no different than other already approved applicants doing the same activity in town.

With no further discussion Mayor Jones closed the public hearing.

Councilmember Byrd made a motion to approve the special use application to operate a bed and breakfast at 43 King Street with the following stipulations: a minimum of two off street parking spaced provided; no meals will be served at this location; and, the special use permit is not transferrable if ownership of the property changes. Councilmember Bundick seconded the motion. The motion passed by unanimous voice vote.

- b. Zoning Administrator Appointment: Mr. Whitley explained that since the Town Manager is also the Town's Zoning Administrator, Town Council needs to adopt a resolution which would recognize his authority to make zoning decisions for the town.

Mayor Jones read Resolution R-01-2016.

A roll call vote was taken.

T. Lee Byrd
Joshua Bundick
Sandra Fox

Yes/ No
 Yes/ No
 Yes/ No

Fletcher Fosque
Catherine Krause
John Morgan

Yes/ No
 Yes/ No
 Absent

- c. Proposed Policy on Participation on Town Committees: Mayor Jones shared that this initiative will help to give town committees a better foundation to operate on.

Councilmember Krause shared that the goal is to create uniformity within all town committees. Non-town residents will still be able to serve but will not be eligible to vote. Councilmember

Krause and Mayor Jones encouraged the audience to submit additional suggestions for the committee guidelines.

Mayor Jones stressed that most of the committees are advisory only. Mayor Jones would like to have the new policy adopted at the February Town Council meeting.

Mrs. Nancy James, Blarney Stone, expressed her concern over the idea that even a business and property owner in town who is not a resident would not be able to be a voting member on town committees. Mrs. James stressed that town committees have a hard enough time getting members to show up and do the work, concerned that limiting those who can participate may have some unforeseen consequences.

Councilmember Krause shared that they have had a difficult time with defining who a voting member can be. It is an idea that has been evolving over the course of these conversations. Councilmember Krause also stressed that these guidelines are not meant to exclude interested parties from participating. The purpose of setting these guidelines is to create uniformity and structure for all town committees.

Ms. Ann Nock, Market Street, shared that the Tree Board Committee and volunteers have many members that are not town residents .

Mrs. Shirley Zamora, North Street, believes that business owners in Town should be given full voting rights on committees even if they are not residents.

Public Comment:

Mrs. Kathy Boyd, Market Street, expressed her appreciation for how nice the town looked for the holiday season with the new decorations. Mrs. Boyd also thanked the town staff and volunteers for their hard work with the Christmas Parade and Homes Tour. Mrs. Boyd stated that she is proud to be an Onancock resident.

Mrs. Nancy James, Blarney Stone Pub, shared that the Market Committee's ad hoc St. Patrick's Day Parade committee has started preparations for this year's St Patrick's Parade. It will be held on Sunday, March 13th at 2:00 PM. Line-up will begin at 12:45 PM. This year's theme is Shamrock Shores. Mrs. James shared that donation letters have gone out already and that the entry forms will be in the mail shortly.

Mr. Haydon, King Street, wanted to remind council that it is time to start work on the upcoming fiscal year's budget. Mr. Rochester asked that the local arts groups be remembered in that budget since the town is eligible for matching grant money from the Virginia Commission of Arts.

Mr. Rick Turner, Onancock Street, expressed his concern for the town denying the Watermen's Museum the ability to put a small portable sign up on weekends.

Councilmember Fosque shared that the denial was a miscommunication and the issue has since been resolved. The Watermen's Museum is allowed to put the sign up on weekends only and they have been.

Planning Commission:

Councilmember Fosque shared that they had a meeting on January 19th, 2016. Two items were discussed.

1. The Onancock Farmers and Artisans Market applied for an amendment to their special use permit. The amendment acknowledged their change in status to a 501c3. They are also requesting that their current hours of operations be dropped to allow them the ability to have a market any time of year.
2. Short-Term and Airbnbs were discussed. The committee examined what action will need to be taken to address short-term and Airbnb rentals in Town. The committee wants to be proactive about this situation.

Also, the Planning Commission has had a member resign, Kathyanne Runniger. Councilmember Fosque asked for suggestions on potential new members.

Marketing Committee:

No meeting

Personnel Committee:

No meeting

Waterfront Committee:

Councilmember Byrd shared that the committee had a meeting on January 12th, 2016. They discussed holding off on topping off the fuel tanks in an effort to wait out the uncertainty of the current market. The advertisements for Harbormaster and Harbormaster Assistant are in the process of being finalized. Councilmember Byrd continued on to state that the wharf is already getting reservations for the upcoming boating season. The next meeting will be on February 9th at 5:00 PM.

Christmas Decorating Committee:

Councilmember Krause turned the floor over to Mrs. Janet Fosque.

Mrs. Fosque shared that there will need to be work done on some of the electrical outlets around town. She hopes that the town will look into addressing that issue in the coming budget. Mrs. Fosque continued on to share that this year's plan for Christmas Decorations are as follows; two more skylines, perimeter lighting downtown, ten more banners, lighted sculptures and additional lighting at the gazebo. The Committee will present their proposed budget to the town in March.

Mrs. Fosque shared that with the donations receipted by the committee for decorations they were able to stay on track with the budget.

Mayor's Report:

Mayor Jones shared that he did not have a formal report for tonight's meeting. Mayor Jones shared that Mr. Lawton's family has moved into the Runniger's old house on King Street. He continued on to say that it is uncertain at this time whether or not Mr. Lawton would be able to return to work but that council would keep everyone informed as developments come to light.

Town Manager's Report:

Mr. Bill Whitley shared that Eric Williams, Onancock Police Chief, will present his proposal on updating the town's parking regulations in the February Town Council meeting.

The gazebo roof repairs have not yet started. Councilmember Byrd shared that the work should begin in a few days. Mr. Whitley also shared that the Onancock Business Civic Association is contributing \$2,000 to the project.

Mr. Whitley announced that the Town of Onancock will be holding a Town Hall meeting on February 8th, 2016 at 7:00 PM to discuss the Old Onancock High School. This is not an official meeting but all are invited to attend.

Mr. Whitley explained that there are some options available to the town for delinquent tax collections. Most of these items are guided by State Code. Mr. Whitley plans on bringing some suggestions forward in future meetings.

Mr. Whitley asked Town Council to be thinking about when they may want to hold budget work sessions in the coming months.

Mr. Whitley shared that Riverside Shore Memorial has made the connection to the town's water supply and that they anticipate beginning to use the service as early as mid-February.

Mr. Whitley also shared that Mayor Jones has asked him to look into the frequency of the utility bills, possibly moving for quarterly billing to every other month billing. Mr. Whitley said that there would be additional costs associated with that change and that he will put together a cost-benefit analysis for council to review.

Mr. Whitley shared that brush and limb pick-up is becoming problematic for the town. The town is running out of places to dispose of the debris. The town will need to come up with an alternative and soon.

Mr. Whitley shared that the town's Audit Report was in and that the town's fund balance over the previous fiscal year shows an increase of \$117,000. The report's management letter had no items that needed to be addressed and that the town is making significant progress on paying back its long-term debt service. All these items are good news for the town. The general fund did need to move \$106,000 to the Sewer Department to cover its deficit.

Mayor and Town Council Comments:

Councilmember Fosque shared that the sign-up date to run for Town Council is coming up at the beginning of March.

Closed Session, if needed:

Councilmember Krause made a motion that Town Council convene a Closed Meeting for the purpose of holding a discussion of the personnel, pursuant to Section 2.2-3711(A)(1) of the Code of Virginia 1950, as amended. Councilmember Byrd seconded the motion. The motion passed by unanimous voice vote.

Town Council convened Closed Session at 8:43 PM.

Councilmember Krause made a motion that Town Council reconvene in Open Meeting, and that a roll call vote be taken and recorded on this motion so that each member who votes in favor shall, thereby, certify compliance with all of the matters identified in Section 2.2-3712(D) of the Code of Virginia 1950, as amended. Councilmember Bundick seconded the motion.

A roll call vote was taken.

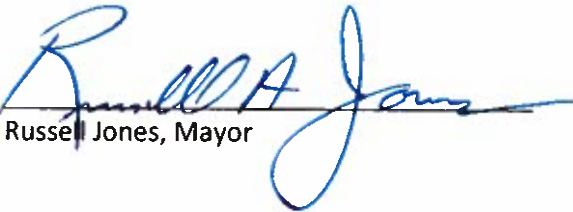
T. Lee Byrd	<input checked="" type="radio"/> Yes <input type="radio"/> No	Fletcher Fosque	<input checked="" type="radio"/> Yes <input type="radio"/> No
Joshua Bundick	<input checked="" type="radio"/> Yes <input type="radio"/> No	Catherine Krause	<input checked="" type="radio"/> Yes <input type="radio"/> No
Sandra Fox	<input checked="" type="radio"/> Yes <input type="radio"/> No	John Morgan	Absent

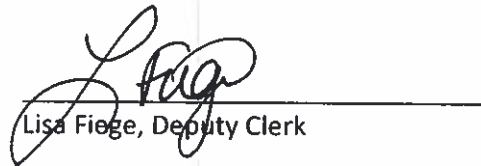
Town Council reconvened Open Meeting at 9:17 PM.

Adjourn:

Councilmember Byrd made a motion to adjourn. Councilmember Fox seconded the motion. The motion passed by unanimous voice vote.

The meeting was adjourned at 9:18 PM.


Russell Jones, Mayor


Lisa Fioge, Deputy Clerk