

Onancock Town Council Meeting

AGENDA

October 24th, 2016

7:00 p.m.

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Consideration and Approval of the Amended Minutes from the Regular Meeting on September 26th, 2016.
4. Public Business
 - a. Public Hearing, Special Use Permit – Onancock Holdings Corporation
 - b. Public Hearing, Proposed Addition to Town Code for Regulating Homestays – Councilmember Fletcher Fosque
 - c. Proposal for a Sculpture at the Onancock Landing Park - Mr. Steve Johnsen
 - d. Public Hearing, Proposed Addition to the Town Code; allow for Onancock Volunteer Firefighters access to the Town Ramp for Free – Mr. William Kerbin
 - e. Public Hearing, Proposed Addition to Town Code; Inspections by County Fire Officials - Mr. William Kerbin
 - f. Tree Board, Update & Appointments – Mr. Bill Burnham
5. Public Comment
6. Planning Commission Report – Fletcher Fosque
7. Waterfront Committee Report – T. Lee Byrd
8. Personnel Committee Report
9. Holiday Committee Report – Catherine Krause
10. Mayor's Report
11. Town Manager's Report
12. Closed Session (if needed)
13. Adjourn

Town of Onancock
Town Council
September 26, 2016
7:00 PM

Call to Order and Roll Call:

Mayor Jones called the meeting to order and roll was called. Mayor Russell Jones and Councilmembers, Robert Bloxom, Catherine Krause, T. Lee Byrd, Ray Burger, Joshua Bundick and Fletcher Fosque were present. All members were present and a quorum was established.

The Pledge of Allegiance was recited.

Consideration and Approval of the Minutes from the Regular Meeting on August 22nd, 2016:

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

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

Public Business:

- a. Supplemental Appropriation for the Police Department: Mr. Kerbin explained to council that this is a grant from Highway Safety and allows for our Police Department to have overtime hours that are reimbursed 50% for traffic safety checks.

Councilmember Bloxom made a motion to approve a supplemental appropriation for FY 17, to increase the Police Salary Line Item (10.5524.1100) by \$3,939.60 in order to expend Highway Safety grant funding. Councilmember Byrd seconded the motion. The motion passed by unanimous voice vote.

- b. Supplemental Appropriation for the Police Department: Mr. Kerbin explained to council that the Police Department received a grant to purchase police equipment. These funds were not initially budgeted and there is a 10% local match associated with this Virginia Department of Criminal Justice Services grant.

Councilmember Krause made a motion to approve a supplemental appropriation for this FT17, to increase the Police Supplies Line Item (10.5524.6016) in the amount of \$2,543.00 in order to expend equipment grant funding. Councilmember Fosque seconded the motion. The motion passed by unanimous voice vote.

- c. Purchase of New Police Vehicle: Mr. Kerbin explained to council that \$15,000 has been budgeted this year for the acquisition of a new Police vehicle. The town would be getting a loan from the United States Department of Agriculture-Rural Development (USDA) for \$30,000 at an interest rate of 2.75%. Mr. Kerbin shared that the Police Chief would like to acquire another Ford Explorer. This would replace one of the Dodge Chargers.

Councilmember Krause asked what the expected life span of a police car is. Mr. Kerbin said he was unsure and that he would get back to her. Mayor Jones shared that these vehicles have a lot of miles put on them every year.

Councilmember Bundick asked for the specific terms of the loan. Mr. Kerbin said he was unsure at this time but would get back to council with an answer shortly.

Councilmember Krause asked what will happen to the replaced vehicle. Mayor Jones shared that the old vehicle gets stripped of its equipment so that it can be used in the new vehicle. Mayor Jones was unsure of what happens to the vehicle itself but speculated that it may not be worth trying to sell.

Councilmember Fosque asked that the new vehicle be a marked police car.

Councilmember Byrd made a motion to approve the purchase of a new police vehicle for the sum of \$30,000.00. A loan from the USDA may be obtained at an interest rate of 2.75%.

Councilmember Fosque seconded the motion. The motion passed by unanimous voice vote.

- d. Town of Onancock Committee Guidelines: Councilmember Krause asked that Mayor Jones explain the rewrite of the proposed policy since he drafted it. Mayor Jones explained that these guidelines are part of an important effort to create uniformity among all town committees. There were some initial concerns about the policy in regards to membership but in this final draft committees will be asked to come up with their own personalized outline for operating.

Mayor Jones read the policy aloud.

Mayor Jones stated that this policy gives committees leeway with designing their own structure based on their individual needs but gives commonality to the order and sequencing of all town committees.

Councilmember Krause thanked Mayor Jones for his assistance with the rewrite.

Councilmember Krause made a motion to adopt the Town of Onancock Committee Guidelines and apply these guidelines to all existing Town Council appointed committees. Councilmember Bundick seconded the motion. The motion passed by unanimous voice vote.

- e. Holiday Decorations Committee Nominees: Councilmember Krause shared the list of those individuals currently serving on the committee; Janet Fosque, Catherine Krause, Fletcher Fosque, Dawn Byrd, Barbara Johnsen and Roberta Dean as artistic consultant. All meetings are public and announced. All are welcome.

Councilmember Burger mentioned that several town residents have asked him to look into changing the name of the Holiday Decorations Committee back to the Christmas Decorating Committee. Councilmember Krause shared that since public tax dollars are used to purchase the decorations council thought it best to rename the committee so it would not offend anyone.

Councilmember Burger made a motion to appoint the following individuals to the Holiday Committee; Janet Fosque, Catherine Krause, Dawn Byrd, Fletcher Fosque, Barbara Johnsen and

Roberta Dean. Councilmember Bloxom seconded the motion. The motion passed by unanimous voice vote.

- f. Approval of Davis, Bowen & Friedel, Inc.: Mayor Jones explained that the town is preparing to begin Phase I of the Wharf Improvements Project which will consist of floating piers.

Councilmember Byrd shared that the proposal before council is from Davis, Bowen & Friedel, Inc. (DBF) for the engineering services required to initiate this project. The proposal for these services is for \$32,400.00. Some of these funds will be reimbursed to the town through a Virginia Port Authority grant. This project should help move our wharf facilities into more modern times.

Ms. Nancy James, Blarney Stone Pub, asked what the timeline for this project is. Mayor Jones shared that nothing set yet but that part of the timeline will include permitting which could take a while. Mayor Jones explained that it is the goal to have everything completed by May 1st, 2017.

Councilmember Bundick made a motion to accept the proposal submitted by Davis, Bowen & Friedel to provide engineering service for Phase I of the Wharf Improvements Project in the amount of \$32,400.00. Councilmember Byrd seconded the motion. The motion passed by unanimous voice vote.

- g. Approval of Wharf Restroom Policy: Councilmember Byrd explained that there have been some issues at the wharf regarding the restroom facilities. Non-transient slip renters are attempting to use the showers during events such as the kayak race or the fishing tournament. Unfortunately, the wharf staff has a difficult time keeping the facilities clean while inundated with these additional users.

Councilmember Byrd read the proposed policy aloud.

Councilmember Byrd made a motion to adopt the following policy for wharf bathroom and shower use: Bathrooms are open to the public during hours that the Harbormaster facility is open but not showers:

The Harbormaster will adhere to the following protocol:

- a. *Designate up to two bathrooms for a particular event group, hence retaining separate bath houses for transient guests throughout the function. Signage will be used to segregate units. Showers will be closed and no fee will be charged for bathroom usage.*
- b. *In cases that the event planner chooses to have showers available for their participants (kayak races for instance), prior to the event, the organizers and the Harbormaster will determine the fee charged each person based on the number of total entrees as well as how many showers to be designated.*

Councilmember Krause seconded the motion. The motion passed by unanimous voice vote.

Councilmember Bloxom explained that he feels that this is an excellent compromise and thanked Councilmember Byrd and staff for coming up with this policy.

- h. Approval of Contractor with Kestral Marine Construction LLC: Councilmember Byrd explained that this contract is to have Kestral Marine replace the town's bulkhead cap at the wharf. The cap on the bulkhead has been there since the early 80's and is need of repair. The town has some grant funds left over from the Boating Infrastructure Grant (BIG) which means the town will be reimbursed 74% of the project costs.

Councilmember Byrd made a motion to approve the proposal from Kestral Marine Construction, Inc. for the bulkhead cap replacement project at the wharf in the amount of \$12,741.00.

Mayor Jones asked for any further discussion on the matter.

Councilmember Bloxom asked about any permitting requirements this project may have. Mayor Jones explained that there are none since it is our property. Mayor Jones continued on to explained that part of the contract is to pay 50% of the costs up front which is not normal for a government contract but this is due to the type of materials needed replace the cap.

Councilmember Bloxom seconded the motion. The motion passed by unanimous voice vote.

Public Comment:

Mr. Spencer Morgan, College Avenue, came to announce that he is running for Commonwealth Attorney and that he will be available directly following the meeting if anyone would like to speak with him.

Planning Commission:

Councilmember Fosque shared that the Planning Commission has had two meetings in September to discuss possible regulations of Airbnbs/Short-term rentals in town. The Planning Commission is planning to move ahead with proposing language to go before council in the October meeting. The language will be modeled after Charlottesville, VA regulations. Airbnbs/Short-term owners will be required to obtain a special use permit prior to operating in town. They will be limited on the number of overnight guests they can have as well as be required to have that address be their primary address.

Councilmember Bloxom asked what the need is behind this restriction. Councilmember Fosque explained that this is an attempt to get ahead of a problem before it exists. Councilmember Fosque expressed his concern that absentee landlords do not have a stake hold in the town therefore their renters may not be respectful of the landowners around them.

Councilmember Burger asked, as a point of clarification, if an individual owned two properties in town and wanted to rent out the one location that is not their primary address they would not be allowed to do so. Councilmember Fosque confirmed that statement. Airbnbs will only be allowed at an individual's primary location.

Councilmember Fosque would like to schedule a joint public hearing for the October council meeting. Mayor Jones asked Mr. Kerbin to schedule the public hearing. Mayor Jones also asked Councilmember Fosque to get the proposed language out to council as soon as possible for review.

Councilmember Fosque also mentioned that Mr. Ben Kidd has resigned from Planning Commission. If anyone is interested or knows of someone who might be interested to let the town manager know as soon as possible.

Waterfront Committee:

Councilmember Byrd shared that all of the issues that were discussed in the Waterfront Meeting have been discussed previously under Public Business.

Councilmember Byrd did want to invite all interested parties to the Waterfront meetings which are held on the second Tuesday of the month.

Personnel Committee:

None.

Holiday Committee:

Councilmember Krause shared that there is no report for this meeting. Currently, the committee is in the process of getting quotes nailed down. The original plan for this year's decorations fell through so the committee is revamping its next steps.

Mayor's Report:

Mayor Jones shared that Friends of Onancock School is having Shore Made Music Festival October 22nd, 2016 from 1 PM-7 PM at the Old Onancock High School

Town Manager's Report:

Mr. Kerbin shared that he has been meeting with Mr. Gerald Boyd about refurbishing the Samuel Outlaw building in town. The county has also been involved in the discussions on what needs to happen to get the building up to code. Mr. Kerbin further explained that it will be part of a larger effort in that neighborhood.

Mr. Kerbin shared that he also been meeting with Mr. Curt Smith with the Accomack Northampton Planning District Commission about possible grants for a generator for the police department. The discussions have also included possible funding mechanisms for road repairs and remote meter reading systems.

Mr. Kerbin has also met with Joani Donohoe, Friends of Onancock School, to discuss possible grant funding for building repairs.

Mr. Kerbin has also met with Mr. Bill Burnham, Tree Board, to discuss landscaping plans for the front of town hall as well as at the Samuel Outlaw building.

Mr. Kerbin shared that Cards Computers was awarded the contract from bringing town hall and the town wharf onto Office 365.

Mr. Kerbin continued on to share that Troy and Banks is continuing their utility audit of the town's different accounts and that this effort could take up to six months.

Mr. Kerbin shared that he has one more proposal to look over regarding the website upgrade before he makes his decision.

Mr. Kerbin explained that a group of about 40 consultants will be here this week. They are consultants for welcome centers.

Mr. Kerbin shared that he will be away October 12th-13th at a Virginia Municipal League conference across the Bay.

Mr. Kerbin shared the Harbormaster's report. Staff is currently working on generating a thank you letter to this year's boaters as well as organizing with others to promote Christmas In Onancock to those boaters.

Mayor and Town Council Comment:

Councilmember Fosque asked about the timeline for landscaping in front of town hall. Mr. Kerbin explained that it is his intent to contact Mr. Touart before a timeline is initiated.

Councilmember Byrd explained that the wharf hours of operation will be reduced in the near future.

Councilmember Bundick shared that he has received a lot of positive feedback on the Meet the Manager event and suggests that the town look at doing more community events in the future. Councilmember Bundick also mentioned that the life buoy at the kayak landing looks like it needs to be replaced.

Councilmember Burger asked why there is no fishing and crabbing allowed at the wharf. Councilmember Byrd explained that it can be disruptive to the transient boaters when kids are running around the wharf.

Councilmember Byrd thanked the Onancock Business Civic Association for all of their ride share volunteers.

Councilmember Krause thanked town staff for keeping up with all the trash and debris in town. The town looks great!

Closed Session, if needed:

None.

Adjourn:

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

The meeting was adjourned at 8:17 PM.

Russell Jones, Mayor

Lisa Fiege, Deputy Clerk

STAFF REPORT

To: Town Council
Case Number: SUP 03:16
Tax Map: 85A2-A-302

Date: October 24, 2016
From: William H. Kerbin Jr.

General Information

<i>Applicant</i>	Onancock Holdings Corporation
<i>Owner of Record</i>	Kris and Lisa LaMontagne
<i>Requested Action</i>	Proposed continued use of tax map parcel 85A2-A-302 as a Bed and Breakfast which is currently zoned R-1A, Residential.
<i>Location</i>	The parcel is located on the east side of North Street south of its intersection with Kerr Street.
<i>Parcel Area</i>	The total acreage of the parcel is 0.24 acres.
<i>Existing Land Use</i>	The parcel is currently used for the operation of a Bed and Breakfast.
<i>Adjacent Land Use</i>	The surrounding properties are designated R-1A Residential and R-1B Residential.
<i>Submitted Proffers</i>	None

Analysis

In evaluating this application staff considered the Statement of Intent of the Single Family Residential Zoning District. The Statement of Intent for Single Family Residential R-1 states the following; "The R-1 Single Family Residential District is composed of certain quiet low-density residential areas plus certain open areas where similar residential development is recommended to occur by the Onancock Town Plan. The regulations for this district are designed to stabilize and protect the essential characteristics of the district, and to promote and encourage a suitable environment for family life where there are children and to prohibit all activities of a commercial nature." The Single Family Residential R-1 Zoning District ordinance also states: "The following uses shall be permitted in the R-1 Single Family Residential District, subject to all the other requirements of this ordinance, only upon the obtaining of a Special Use Permit, as defined in Article XV, from the Town Council: Bed and Breakfast houses. Each

dwelling unit may be permitted not more than five guestrooms in which overnight accommodations may be offered to transients.”

Conclusion

It is staff’s opinion that the application is consistent with the statement of intent found within the Zoning Ordinance and meets the special exception language set forth in the Zoning Ordinance.

Suggested Motion

Mr. Chairman, I move to approve SUP 03:16.

RECEIVED

SEP 09 2016

TOWN OF ONANCOCK

TOWN OF ONANCOCK, VIRGINIA
SPECIAL USE PERMIT APPLICATION

Applicant's Name: ONANCOCK HOLDINGS CORPORATION

Address: 30 NORTH STREET, ONANCOCK, VA 23417

Telephone Number: 781-844-0189 Date: 9/5/16

Location and Legal Description of Property Proposed: _____

6 BEDROOM, 6.5 BATH THREE-STORY VICTORIAN
HOUSE BUILT IN 1886. LOCATED AT THE
CORNER OF NORTH AND KERR STREETS.

Tax Map Number: 8542-A-302

Zoning Classification: RESIDENTIAL

Description of Proposed Use: _____

WE PROPOSE TO CONTINUE OPERATION OF -
A 5 BEDROOM BED AND BREAKFAST. OWNERS
WILL LIVE ON-SITE.

KIMBERLEY MOORE and MATTHEW SPUCK

Legal Ads (Cont'd)

**PUBLIC HEARING
TOWN COUNCIL
TOWN OF ONANCOCK, VA
OCTOBER 24, 2016**

The Town Council for the Town of Onancock, VA will conduct a public hearing on Monday, October 24, 2016 at 7:00 p.m., in the Town Council Chambers located at 15 North Street, Onancock, VA 23417, to consider the following: adoption of and changes to ordinances in the Town of Onancock Code, and a special use permit to continue to operate a bed and breakfast:

Chapter 22, Ramp and Dockage Fees (Proposed)

Members of the Town of Onancock Volunteer Fire Department. No charge if the members are Town residents and are displaying a bona fide sticker.

Chapter 10, Sec. 10-1 Applicability and enforcement of Virginia Statewide Fire Prevention Code

The Virginia Statewide Fire Prevention Code shall prescribe rules and regulations to be complied with for the protection of life and property from the hazards of fire or explosion and for the handling, storage and use of explosives or blasting agents in the town, and shall supersede fire prevention regulations heretofore adopted by the Town Council. The Virginia Statewide Fire Prevention Code, as promulgated by the Virginia Department of Housing and Community Development, shall be enforced in the town by the county fire official.

Chapter 23, Sec 24-16 (a) (Proposed)

The Town of Onancock is proposing regulations for all new airbnbs located in the Town. All new airbnbs would require a special use permit and will be permitted in the R-1 Single Family Residential District.

Special Use Permit application - SUP 03:16

Onancock Holdings Corporation is requesting a special use permit to continue to operate a bed and breakfast located at the corner of North and Kerr Streets in the Town of Onancock. The owners propose to continue using 5 bedrooms and plan to live onsite.

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 these hearings and comment or participate in the proceedings. Questions or comments may be directed to Mr. Bill Kerbin, Town Manager, at 757-787-3363, or email at wkerbin@onancock.com, or at the work address above.

TRUSTEE SALE

3212 Ridge Road, Chincoteague, VA 23336
Accomack County

In execution of a Deed of Trust in the original principal amount of \$210,000.00, dated March 31, 2009 recorded in the Clerk's Office of the Circuit Court of the Accomack County, Virginia, in Document No. 200901288, default having occurred in the payment of the Note thereby secured and at the request of the holder of said Note, the undersigned Substitute Trustee will offer for sale at public auction at the entrance to the Circuit Court of Accomack County, 23316 Courthouse Avenue, Accomack, on October 17, 2016 at 10:30 AM the property described in said deed, located at the above address and briefly described as:

Being the combination of certain portions of Lots 4 and 5, as shown on plat of survey recorded as Document # 200603084, with improvements thereon.

Subject to any and all covenants, conditions, restrictions, easements, and all other matters of record taking priority over the Deed of Trust, if any, affecting the aforesaid property.

TERMS OF SALE: CASH: A deposit of \$20,000.00 or 10% of the sales price, whichever is lower, cash or certified check will be required at the time of sale, but no more than \$10,000.00 of cash will be accepted, with settlement within fifteen (15) days from the date of sale. Sale is subject to post sale confirmation that the borrower did not file for protection under the U.S. Bankruptcy Code prior to the sale, as well as to post-sale confirmation of the status of the loan with the loan servicer including, but not limited to, determination of whether the borrower entered into any repayment agreement, reinstated or paid off the loan prior to the sale. In any such event, the sale shall be null and void, and the Purchaser's sole remedy, in law or equity, shall be the return of his deposit without interest. Additional terms may be announced at the time of sale. Pursuant to the Federal Fair Debt Collection Practices Act, we advise you that this firm is a debt collector attempting to collect the indebtedness referred to herein and any information we obtain will be used for that purpose.

SAMUEL L. WHITE, P.C., Substitute Trustee

This is a communication from a debt collector.
FOR INFORMATION CONTACT:
SAMUEL L. WHITE, P.C. (41783)
5040 Corporate Woods Drive, Suite 120
Virginia Beach, Virginia 23462
757-457-1460 - Call between 9:00 a.m. and 5:00 p.m.
or visit our website at www.slwpc.net

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TOWN OF ONANCOCK

15 North Street
Onancock, VA 23417

**TOWN OF ONANCOCK, VA
NOTICE OF PUBLIC HEARING
TOWN COUNCIL**

October 5th, 2016

To: Applicant and Adjacent Property Owners

Re: Public Hearing on SUP 03:16

Dear Sir or Madam:

This letter is to notify you that the Town Council for the Town of Onancock will hold a public hearing on the above referenced item on **Monday, October 24, 2016** at 7:00 PM in the Town Council Chambers located at 15 North Street, Onancock, VA 23417. The request is described as follows:

***SUP 03:16** Onancock Holdings Corporation is requesting a special use permit to continue to operate a bed and breakfast located at the corner of North and Kerr Streets in the Town of Onancock. The owners propose to continue using five (5) bedrooms and plan to live onsite.*

The applicant or applicant's representative must be present at the Town Council meeting. The tentative agenda and staff report will also be available for review by the public in the Town Manager's Office during working hours (8:30 AM – 5:00 PM, Monday through Friday). If you have any questions, please feel free to contact me at 757-787-3363 or wkebin@onancock.com.

Sincerely,

William H. Kerbin, Jr.
Town Manager

DRAFT

(This is a draft document and for consideration only, and not intended for final adoption. The final document will need to be published in the newspaper.)

Homestay Regulations October 24, 2016

Definitions:

Homestay - Homestay means a home occupation in which an individual owns a dwelling and uses it as his or her permanent residence and also provides lodging in a portion thereof for temporary periods of times not to exceed 3 weeks.

Permanent residence – A permanent residence is a residence that is considered the owner's primary residence and engages in activities that shows this status including but not limited to where the owner pays taxes, the owner is registered to vote, and maintains a driver's license .

1. An owner of a Homestay residence must apply for a business license and is subject to the transient occupancy tax.
2. The owner shall apply for a special use permit and provide proof of permanent residence of the dwelling unit including but not limited to a driver's license, voter registration card, or passport showing the address of the property or other document (s) that the zoning administrator may deem appropriate that proves permanent residence of the dwelling unit.
3. The applicant must provide contact information for a responsible party, if the owner is not the responsible party, the owner must identify a responsible party who will be available 24 hours a day, 7 days a week, to respond to, and resolve issues and complaints that arise during a period in which the dwelling is being used for transient occupancy.
4. No more than 6 adult overnight guests are allowed.
5. The Homestay shall comply with all applicable Town, county, state and federal statutes, regulations and ordinances.
6. The Town reserves the right to inspect the residence based on complaints to verify that the Homestay is being operated in accordance with the regulations set forth within this section.

7. The special use permit may be revoked by the zoning administrator (i) in the event that three (3) or more substantiated complaints are received by the City in a calendar year, or (ii) failure to maintain compliance with any of the regulations set forth in this section.

SUGGESTED MOTION: Mr. Mayor, I move to adopt the Ramp and Dockage Fee Waiver Ordinance that states the following: Members of the Town of Onancock Volunteer Fire Department. No charge for a Town of Onancock trailer decal if the members are Town residents.

AGENDA **TOWN COUNCIL** **October 24, 2016**

SUBJECT: Adoption of Ramp and Dockage Fees

RECOMMENDATION: Staff is not making a recommendation on this motion.

TIMING: Current

DISCUSSION: Members of the Town of Onancock Volunteer Fire Department have been receiving this benefit for the past year, but there are no written policies or code references that refer to this practice.

Staff: Bill Kerbin
Town Manager

Attachment: N/A

Copy:

SUGGESTED MOTION: Mr. Mayor, I move to adopt the following ordinance to grant authority to the county fire official for the fire prevention code:

The Virginia Statewide Fire Prevention Code shall prescribe rules and regulations to be complied with for the protection of life and property from the hazards of fire or explosion and for the handling, storage and use of explosives or blasting agents in the town, and shall supersede fire prevention regulations heretofore adopted by the Town Council. The Virginia Statewide Fire Prevention Code as promulgated by the Virginia Department of Housing and Community Development shall be enforced in the town by the county fire official.

AGENDA **TOWN COUNCIL** **October 24, 2016**

SUBJECT: Adoption of County Fire Official ordinance

RECOMMENDATION: Staff recommends approval of the ordinance.

TIMING: Current

DISCUSSION: The Town does not have a code enforcement officer or building inspector to conduct inspections related to fire code regulations. This ordinance would provide authority to the county fire official to perform this role. The fire chief for the Town of Onancock Fire Department concurs with the adoption of this ordinance

Staff: Bill Kerbin
Town Manager

Attachment:

Copy:

SUGGESTED MOTION: Mr. Mayor, I move to appoint the following individuals to the Town of Onancock Tree Board: Bill Burnham (Chairman); Anne Nock; Shannon Gordon; Heather Silverman; Jay Davenport; and, Joani Donohoe.

AGENDA

TOWN COUNCIL

OCTOBER 24, 2016

SUBJECT: Appointment of the Town of Onancock Tree Board members

RECOMMENDATION: Staff recommends approval of the appointments.

TIMING: Current

DISCUSSION: The above recommendations came from the Chairman, Mr. Bill Burnham.

STAFF: Bill Kerbin

Town Manager

ATTACHEMENT:

COPY:

Town Manager's Report
October 24, 2016

Samuel Outlaw Building

An historian from Hampton University has completed cataloging tools at the Samuel Outlaw Building. Gerald Boyd, organizer of the restoration efforts of the Samuel Outlaw Building, is awaiting a scope of work and cost estimate from one of his board members for interior and exterior repairs of the building. Mr. Boyd's center is submitting a grant to the Virginia Foundation for the Humanities to include this building on an African American history tour of the Eastern Shore of Virginia. I sent a letter of support on behalf of the Town to be included with the application. On October 2, I attended the Bethel AME Church to discuss the project, and garner community support and engagement for the project.

Downtown Revolving Loan fund

On October 13, I met with George Bryan to discuss a proposed downtown revolving loan fund. Mr. Bryan has offered technical assistance with the creation of such a fund. He will arrange a meeting with a representative from the Virginia Small Business Financing Authority.

Street Repairs

I discussed several issues with Chris Isdell, VDOT Residency Administrator, including drainage issues on Kerr Street and repairs to Mt. Prospect Avenue around the Bagwell Bridge. Mr. Isdell informed me that the Bagwell Bridge will be closed to traffic around February, 2017 for replacement of the decking. We also discussed the construction of a bike lane on Market Street to aid pedestrians and bicyclists going to the hospital. Mr. Isdell provided me with the procedures for transferring Town roads over to VDOT. The Town may transfer a ¼ mile of Town owned road each year to VDOT. The road must meet VDOT specifications.

I365 Cloud Support

Cards Technology has completed installation of the I 365 cloud support for all of Town Hall staff and for the wharf.

VML Conference

I attended Virginia Municipal League Conference in Virginia Beach from October 9-11.

Onancock Police Department September Report

A summary of police activities for September 2016 is found in your packet.

Town Taxes

Town staff has been preparing for the 2016 taxes.

Notices were prepared for 76 delinquent real estate tax holders with delinquencies less than three years. 47 of those were mailed out October 5th, the other 19 were less than \$100 and will be sent to the tax payer along with their current 2016 tax bills. Town staff has also turned 30 delinquent tax payers over to James Elliott for collection, totaling \$36,771.53.

Town Staff should have the 2016 taxes in hand by the October 24th, 2016 Town Council Meeting. They will be in the mail by November 1st, 2016.

ONANCOCK POLICE DEPARTMENT

Summary of Police Activities for August 2016

Events initiated:

September-	1,220
August-	1,222
July-	1,348

Traffic Enforcement:

Number of Summon(s) issued-	16
Number of Warning(s)-	7

Business / Citizen-	983
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(Complaints, assist, checks, and special patrols)

Court:

Number of times attended-	Twice
Amount of fines-	-----

Number of Cases Investigated- 9

<u>Reportable Offenses:</u>	<u># of</u>
Missing Person-	1
Domestic-	2
Shoplifting-	1
Destruction of Property-	2
Larceny-	1
Disorderly-	1
Hit & Run-	1