

**Town of Onancock
Town Council Meeting
May 21, 2018
7:00 p.m.**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Consideration and Approval of the Regular Town Council Minutes from the April 23, 2018 meeting.
4. Public Business
 - a. Public Hearing – Special Use Permit (Homestay), 13 Liberty Street, Ms. Linda Copper
 - b. Verizon Cell Town Presentation – Mr. Stephen Romine, Mr. Larry Bickings and Mr. Rui DaSilva
 - c. Adopt a Garden Program – Town Manager William Kerbin
 - d. Re-Appointment of Mr. T. Lee Byrd as Chair of Waterfront Committee – Town Manager William Kerbin
 - e. Appointment of Mr. Jeffrey Barrett to Planning Commission – Town Manager William Kerbin
 - f. Discussion of Vehicle Decals – Mrs. Lisa Fiege
 - g. Department Goals and Updates – Town Manager William Kerbin
5. Public Comment
6. Planning Commission Report – Councilmember Fletcher Fosque
7. Waterfront Committee Report – Councilmember T. Lee Byrd
8. Personnel Committee Report – Councilmember Catherine Krause
9. Holiday Committee Report – Councilmember Catherine Krause
10. Mayor’s Report – Mayor Russell Jones
11. Town Manager’s Report – Mr. William Kerbin
12. Council Comments
13. Closed Session- if needed
14. Adjourn

Town of Onancock
Town Council Meeting
April 23, 2018
7:00 PM

Call to Order and Roll Call:

Mayor Jones called the meeting to order at 7:00 PM and roll was called. Mayor Russell Jones and Councilmembers Robert Bloxom, T. Lee Byrd, Ray Burger, Joshua Bundick and Fletcher Fosque were present. Councilmember Catherine Krause was absent. A majority of members were present and a quorum was established.

The Pledge of Allegiance was recited.

Consideration and Approval of the Regular Town Council Minutes from the March 26, 2018:

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

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

Public Business:

- a. Adoption of the FY19 Budget – Town Manager William Kerbin: Mayor Jones explained that the proposed budget has been through a council work session and public hearing and that the last step is for Council to legally adopt the FY19 budget. Mr. Kerbin stated that there have been no updates or changes to the proposed budget since the public hearing.

With no additional comment, Councilmember Byrd made a motion to adopt the FY19 Town of Onancock budget including the approval of all related sewer and water rate increases as presented in the budget public hearing on March 26, 2018. Councilmember Bloxom seconded the motion. The motion passed by unanimous voice vote.

- b. Motion to Update Onancock's Vehicle Decal Regulation – Town Manager William Kerbin: Mr. Kerbin explained that this proposed code change will put the Town in compliance with the new State regulations regarding vehicle decals.

Councilmember Bundick asked if the Town already had a code regarding decals. Councilmember Fosque explained that previously the Town Code did not specify that the decal be placed on the vehicle in relationship to the inspection sticker.

Councilmember Fosque asked why the change was necessary. Councilmember Burger shared that due to eye sight technology the stickers needed to move so that they would not interfere with those safety features.

Councilmember Bundick made a motion to approve the following ordinance regulating the location of the Town decal:

“The windshield sticker license tag issued under this article shall be affixed on the inside of the windshield of the motor vehicle. It shall be placed adjacent to the State inspection sticker and no higher than three (3) inches from the bottom of the windshield, or at such other location as may be prescribed by State law.”

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

Councilmember Bundick noticed that this item of business was to have a public hearing. Mayor Jones opened the public hearing at 7:11 PM. Mayor Jones asked Council and the public if there were any comments on this item of business. With none, Mayor Jones closed the public hearing at 7:11 PM. Councilmember Fosque asked if any Councilmember wished to change their vote. Everyone stated they stood by their original vote.

- c. Recodification Schedule for the Town Code – Town Manager William Kerbin: Mr. Kerbin explained that Municode has been selected as the group that will be handling the Town’s recodification. This process could take 12-18 months. Mr. Kerbin also shared that a three-member committee will need created to review the draft before it comes before Council. Mayor Jones shared that the previous two Town Managers recommended updating the Code.

Public Comment:

No comments.

Planning Commission Report – Councilmember Fosque:

Councilmember Fosque shared that the Planning Commission is still working on the Town’s Comprehensive Plan update. The Commission has decided to take a step back from the revision until after the Main Street Initiative group completes their survey of Town residents and businesses. Once the survey is completed the Planning Commission will have a better idea of how to move forward with the land use section of the Plan.

Councilmember Fosque shared that there would not be a meeting in May and that the Commission is still one member short. Councilmember Fosque asked that those interested individuals let Mrs. Lisa Fiege or Mr. William Kerbin know so that he can review their request with Council.

Councilmember Fosque explained that he will no longer be on Planning Commission as of July 1, 2018.

Councilmember Fosque mentioned that the Commission did discuss a possible revision of the current homestay regulations but it is uncertain that the Commission will propose revised language to Council. Councilmember Fosque stated that he is uncertain how Council could regulate individuals from buying property in Town specifically to utilize as an investment.

Councilmember Bundick clarified that if the ordinance was to only allow owner-occupied homestays then none of the current homestays in Town would be allowed. Councilmember Fosque stated with the exception of one, that is correct.

Waterfront Committee Report – Councilmember T. Lee Byrd:

No meeting.

Personnel Committee Report – Councilmember Catherine Krause:

Councilmember Bundick shared that they just finished hiring process for the new Harbormaster.

Holiday Committee Report – Councilmember Catherine Krause:

No report.

Mayor’s Report:

Mayor Jones thanked all the candidates that are running for Town Council. Mayor Jones expressed his appreciation for their willingness to be a part of the process.

Town Manager’s Report:

Mr. Kerbin read if report aloud:

- T.K. Fitchett has been hired as the new Harbormaster. He will begin on April 25, 2018.
- The Mayor and Mr. Kerbin participated in an infrastructure summit held by Congressman Taylor on April 14. One of the projects proposed included providing sewer services further down the Route 13 corridor including Melfa, Exmore and Nassawadox. Other projects discussed included workforce housing, coastal resilience and extending a natural gas pipeline down the Eastern Shore.
- Mr. Kerbin met with the National Guard band in planning for a concert scheduled for September 8, 2018 at 7:00 PM at the Old Onancock High School.
- Mr. Kerbin attended a Tourism Summit on April 9 at the Eastern Shore Community College. The summit focused on the Main Street Program, agritourism and the new Tourism Commission website which includes a landing for the Town.
- Mr. Kerbin attended the Samuel Outlaw board meeting on April 11 as well as the Samuel Outlaw fundraising committee on April 16.
- Police Chief and Mr. Kerbin met with the Eastern Shore Chamber of Commerce staff to discuss planning the Le Tour de Shore bike race which is to be held on June 16. The bike race will begin and end at the Gazebo Park.
- There are two new doggie bag stations in Town; located at Market Street and Lee Street, and at Onancock Street and Kerr Street. Mr. Kerbin thanked the Onancock Business and Civic Association (OBICA) for installing the new stations.

Council Comments:

Councilmember Bundick suggested that the Town work on being designated as dog friendly. Ms. Terris Kennedy, Blarney Stone Pub, mentioned that dogs are now allowed on their restaurant patio. Ms. Kennedy explained that they worked closely with the Tourism Commission to get the rule changed so that the Health Department would allow dogs on the patio as long as there is proper signage and they are leashed.

Councilmember Byrd thanked OBICA for putting on the Candidates Forum. Councilmember Byrd also shared that the new Harbormaster, TK Fitchett, will be an excellent addition to the Onancock Wharf.

Councilmember Bundick also thanked OBCA for putting on the Candidates Forum. Councilmember Bundick asked that the Town Staff look into changing the microphones in the Council Chambers.

Closed Session, if needed:

None was needed.

Adjourn:

Councilmember Bundick made a motion to adjourn. Councilmember Burger seconded the motion. The motion passed by unanimous voice vote.

The meeting adjourned at 7:27 PM.

Russell Jones, Mayor

Lisa Fiege, Deputy Clerk

STAFF REPORT

To: Town Council
Case Number: SUP 02:18
Tax Map: 85-A2-A-95 and
85-A2-24-61A

Date: May 21, 2018

From: William H. Kerbin Jr.

General Information

<i>Applicant</i>	Linda Copper
<i>Owner of Record</i>	Linda Copper
<i>Requested Action</i>	Proposed use of tax map parcel 85-A2-A-95 and 85-A2-24-61A is to operate a homestay currently zoned Residential, 1A.
<i>Location</i>	The parcel is located on the north side of Liberty Street.
<i>Parcel Area</i>	The total acreage of the parcel is .36 acres.
<i>Existing Land Use</i>	The parcel is currently used as a single-family dwelling.
<i>Adjacent Land Use</i>	The surrounding properties are designated R-1A Residential.
<i>Submitted Proffers</i>	None

Analysis

In evaluating this application staff considered the Statement of Intent of the Residential District R-1. The Statement of Intent for the Residential District, R-1 states the following; "The Residential District, R-1 is composed of certain open areas where similar residential development is recommended to occur by the Onancock Town Plan." The Residential District R-1 Zoning District ordinance also states: "The following uses shall be permitted in the R-1, 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: A homestay means a home occupation in which an individual owns a dwelling and also provides lodging in a portion thereof for temporary periods of time not to exceed 3 weeks. The homestay will be in the second floor of the garage. The Onancock Town Code does not permit an

accessory structure to be used for housekeeping purposes. In addition, the homestay ordinance requires that the homestay is operated in a portion of the dwelling. Per the Town of Onancock Code, if the garage or other accessory structure is attached to the dwelling, the garage or accessory structure is considered part of the dwelling. Based on a site inspection of the property, a deck is connecting the garage and the dwelling together. Therefore, in my opinion, the garage is attached to the dwelling and is a part of the dwelling.

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 02:18.

RECEIVED

APR 30 2018

TOWN OF ONANCOCK

TOWN OF ONANCOCK

15 NORTH STREET
ONANCOCK, VIRGINIA 23417

SPECIAL USE PERMIT APPLICATION

Applicant's Name: LINDA COPPER

Address: 13 Liberty St Onancock, VA 23417

Telephone: 520-508-2516 Date: April 30 2018

Location & Legal Description of Property Proposed* : 13 Liberty St.

Tax map #s 85AZ-A-95 & 85AZ-24-61A & Deed Book 736,
Page 408

No. of total guests (for homestay applicants only): 2

No. of proposed parking spaces (for homestay applicants only): 1

Parcel Number: _____

Zoning Classification: Residential

Name and telephone number for local emergency contact: Scottie Pascal
757-678-5420(h) 757-710-3934(c)

Description of Proposed Use: I will rent the studio over the garage
for short term stays (2-7 days) on AIRBNB.
I have done a similar thing in Arizona for 3 years. I can
provide the AIRBNB site for you to look at. I am a retired
senior that depends on this income.

APR 30 2018
M/D PK #977
150.-

(757) 787-3363
Phone

(757) 787-3309
Fax

www.onancock.com
Website

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APR 30 2018
TOWN OF ONANCOCK

TOWN OF ONANCOCK

15 NORTH STREET
ONANCOCK, VIRGINIA 23417

I certify that the information listed above is true and accurate to the best of my knowledge, and I will comply with all provisions of the Code for the Town of Onancock.

Wanda Cym

Signature of Applicant

4-26-18

Date

*For requests to operate homestays, the applicant must attach a site plan that provides location of the home, setbacks from all property lines and the street, no. of proposed parking spaces, and traffic flow patterns entering and leaving the property. The zoning administrator will conduct a site visit of the property as part of the review of the application.

My Realtor, Nancy James, will drop off a map of the property since I'm not there to do measurements.
The house will close on the 14th of May.

(757) 787-3363
Phone

(757) 787-3309
Fax

www.onancock.com
Website

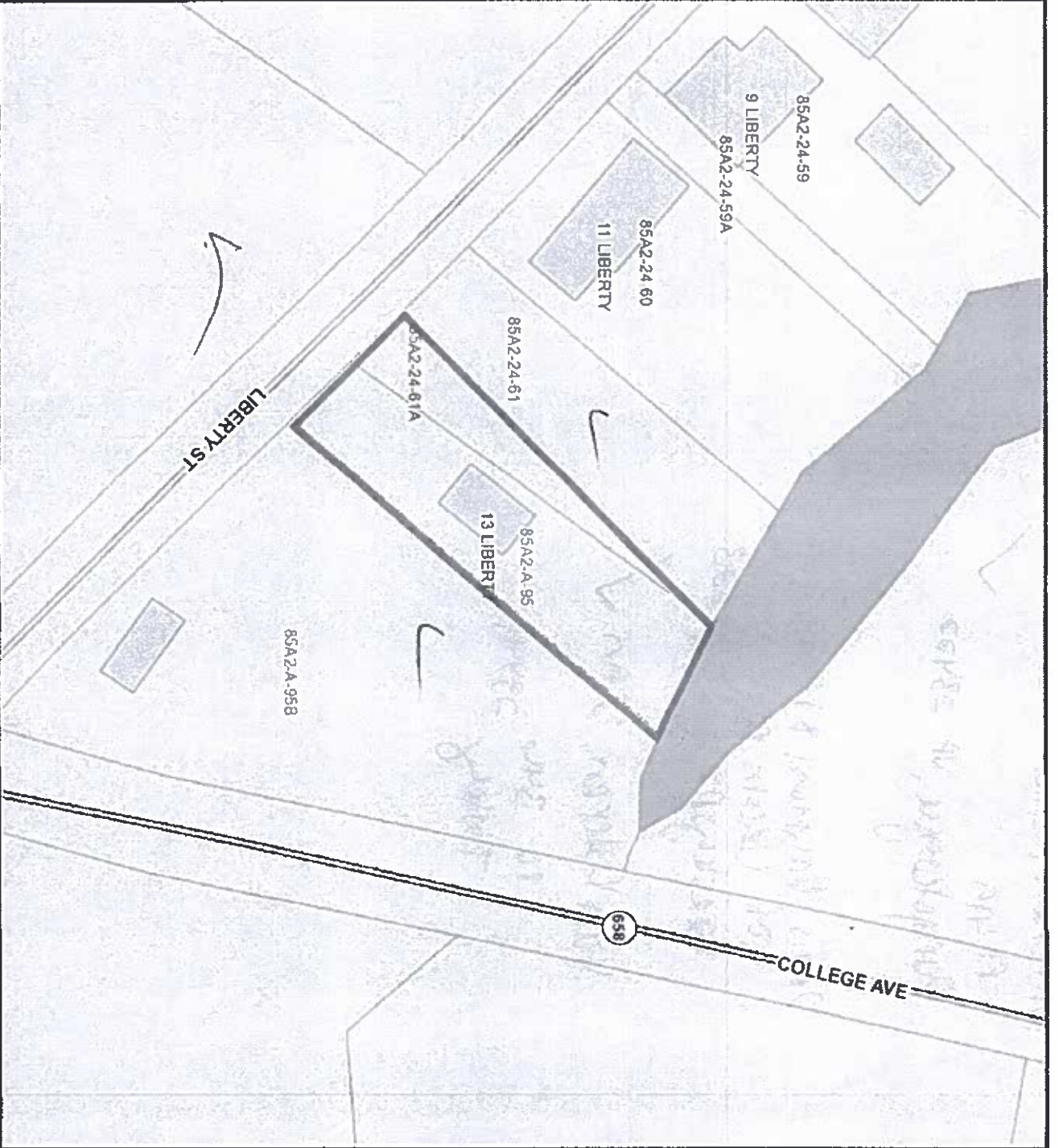
Linda Cooper Home Stay Special Use Permit

Accomack County, Virginia

Legend

- Road Labels
- Building Footprints - 2002

Map Printed from AccoMap
<http://accomack.mappedinc.net/>



Title:

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records information, and data obtained from various sources, and Accomack County is not responsible for its accuracy or how current it may be.

Date: 4/9/2018

**PUBLIC HEARING
TOWN COUNCIL
TOWN OF ONANCOCK, VA
MAY 21, 2018**

The Town Council for the Town of Onancock, VA will conduct a public hearing on Monday May 21, 2018 at 7:00 p.m., in the Town Council Chambers located at 15 North Street, Onancock, VA 23417, to consider the following special use permit application to operate a homestay:

Special Use Permit application – SUP 02:18

Linda Copper is requesting a special use permit to operate a homestay located at 13 Liberty Street in the Town of Onancock. The property is zoned R-1B and is located on parcel 085A2A00009500 and 85A2A0002461A.

Copies of the above application 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.

TO: Eastern Shore Post

Advertise on the following date: May 4, 2018
Authorized by: Town Manager, Town of Onancock
Bill to: Town of Onancock, VA
15 North Street, Onancock, VA 23417

SUGGESTED MOTION: Mr. Mayor, I move that we approve an Adopt a Garden /Tree Program including the policies presented at the May 21, 2018 Town Council meeting.

AGENDA **TOWN COUNCIL** **May 21, 2018**

SUBJECT: Approval of the Adopt a Garden/Tree Program

RECOMMENDATION: Staff recommends approval of the Adopt a Garden/Tree Program

TIMING: Current

DISCUSSION: The Town owns six (6) areas that have gardens and/or trees that require a certain amount of maintenance. This program would provide an opportunity for individuals or groups to adopt a garden and/or tree (s) owned on Town property. The individual or group would provide labor and tools, but the Town would still be responsible for purchasing plants and trees for the park or open space. The program would promote civic engagement and community pride and allow Town staff to focus on other priorities including mowing grass, repairing streets, performing building maintenance, etc.

Staff: Bill Kerbin
Town Manager

Attachment: Adopt a Garden /Tree Policy

Copy:

DRAFT

Town of Onancock
Adopt a Garden/Tree Program
May, 2018

This program will provide an opportunity for individuals or groups to adopt a garden and/or tree (s) on property owned by the Town of Onancock. The Town currently maintains six (6) parks or open space areas with gardens and trees. These areas include Onancock Landing, Gazebo Park, Custis Park, the landscaped area behind Town Hall, the landscaped area around the welcome sign at the entrance to town and the landscaped area around the wharf sign. Interested individuals or groups can pick up applications at Town Hall to participate in the program. The following policies would apply to this program:

1. A tree or garden adopted by a group or resident will remain the property of the Town of Onancock.
2. The Town will be responsible for the purchase of the trees, mulch, plants, shrubs and flowers to be planted in the garden
3. The individual or group will supply all labor and tools necessary for planting, weeding, pruning, watering or any other activity that is required to maintain the garden or tree (s).
4. The Town will continue to maintain the remainder of the property where the garden is located including cutting grass, picking up garbage, etc.
5. A resident or group may offer a cash donation in lieu of labor to pay for maintenance of the tree or garden. These funds will only be used for the maintenance of that particular garden.
6. The Town will install a plaque in front of the tree or garden to recognize the group or individual for their contribution.
7. The group or individual shall have the right to discontinue maintenance of the adopted garden or tree by providing thirty (30) days written notice to the Town of Onancock.
8. The Tree board will provide an initial consultation with the group or individual who has adopted a garden to identify specific weeds and plants or assess the health of a tree.
9. The removal of any tree or plant other than noxious weeds initially identified for removal shall only be removed upon additional consultation with the Tree Board.

SUGGESTED MOTION: Mr. Mayor, I move that T. Lee Byrd be re-appointed as Chairman of the Town of Onancock Waterfront Committee.

AGENDA TOWN COUNCIL May 21, 2018

SUBJECT: Re-Appointment of T. Lee Byrd as Chairman of the Town of Onancock Waterfront Committee.

RECOMMENDATION: N/A

TIMING: Current

DISCUSSION: N/A

Staff: Bill Kerbin
Town Manager

Attachment:

Copy:

SUGGESTED MOTION: Mr. Mayor, I move that Jeffrey Barrett be appointed to the Town of Onancock Planning Commission.

AGENDA TOWN COUNCIL May 21, 2018

SUBJECT: Appointment of Jeffrey Barrett to the Town of Onancock Planning Commission

RECOMMENDATION: N/A

TIMING: Current

DISCUSSION: N/A

Staff: Bill Kerbin
Town Manager

Attachment:

Copy:

Town of Onancock
Vehicle Decal Discussion
May 21, 2018

There have been discussions over the past few years, from Town Council and residents, about doing away with the vehicle decals as did Accomack County. Through conversations with the County Administrator, Mike Mason, the items that are listed below are the avenues available to Town Council should they decide to move away from vehicle decals.

Option #1: Accomack County could alter our tax spreadsheet to include the “fee” on our personal property tax bills. This requires zero coordination with other localities.

- Drawback #1: the Town would then need to print all tax bills in house which we currently do not do.
 - o Positive - Printing in house would mean that tax bills would show prior year delinquencies on the property.
 - o Negative – Printing costs and staff time.
- Drawback #2: The Town would not be able to collect decal revenue in Spring 2019 but would have to wait until the personal property tax billing in late 2019. That would mean no decal revenue for FY19.

*The Town of Chincoteague appears to be moving in this direction already.

Option #2: Accomack County could print our personal property tax bills with the decal fee on them. This would require participation from other localities. The localities would also need to agree on the same fee structure and proration rules that Accomack County uses and pay for all software changes.

- Drawback #1: The Towns would lose autonomy
- Drawback# 2: Costs to the Towns changes (the more Towns that participate would help lower the overall cost to the Towns)

Option #3: Accomack County could add the decal fee to their personal property tax bills that go to our residents and then remit those collections to the Towns at a later date. This option would also require participation from other localities.

- Drawback #1: The Towns would lose autonomy
- Drawback #2: There may be some concern that the revenue may not actually return to the Towns.

**Town of Onancock
2018 Goals and Objectives
May 21, 2018**

Departments	Goals	Completed Y/N	Status/Comments
Administration	<ol style="list-style-type: none"> 1. Review, modify and update town code. 		<p>Contract has been signed. Vendor will begin review in July, 2018. Staff will begin review of old ordinances in July, 2018 as well.</p>
	<ol style="list-style-type: none"> 2. Develop a list of federal, state and private funding sources for potential community and economic development projects. 		<p>The list has not been started.</p>
	<ol style="list-style-type: none"> 3. Promote and encourage programs and policies that focus on inclusion and diversity. 		<p>Hired an African American and a Hispanic police officer. Working with Outlaw Memorial Trust to rehabilitate Outlaw building. Fundraising</p>

			efforts are ongoing to rehabilitate building. Cross training has been ongoing.
	4. Continue cross training for all employees on standard operating procedures.		
	5. Hold sensitivity, sexual harassment, worker safety and other trainings for all staff.		Held trainings on worker safety and sexual harassment.
	6. Integrate new financial reporting formats.		Have begun providing quarterly financial reports to Town Council.
	7. Develop employee wellness program.		Discussed possible incentives with wellness coordinator with health insurance provider. Look at employee challenges such as competitions for walking etc.
	8. Implement tools to track delinquent taxes and fees for both homeowners and business owners.		Personal Property tax delinquent list has been updated. The new software will have a meals and lodging module to better track

			meals and transient occupancy tax delinquencies.
Police			
	1. Create a community policing policy.		This will take effect once new policy updates are out.
	2. Have officers review the department policies.		Started reviewing policies.
	3. Obtain High Mobility Multipurpose Wheeled Vehicle from surplus property.		This goal has been shelved.
	4. Obtain generator (s) from surplus property.		The town will not incur any expenses for this equipment.
	5. Update department policies.		Started updating policies.
	6. Verify department property.		Begun inventorying property.
	7. Purchase new body armor for department.		Begun purchasing new body armor.
	8. Start upgrading department Tasers.		This goal has been shelved.
	9. Send 4 officers to re-cert training.		Begun sending police officers to re-cert training.

	10. Send 2 officers to Field Training Officer training.	All officers have attended Field Training Officer training.
Public Works		
	Winter, 2018	
	1. Scrape and paint water lines at water tower.	This project has been completed.
	2. Clean out pond.	This project has not been started.
	3. Clean out drying beds.	This project has not been started.
	Spring, 2018	
	1. Repair old lab building door and window.	This project has not been started.
	2. Pressure wash old lab exterior and paint.	Pressure washing the old lab exterior is 40% complete.
	3. Pressure wash old digesters and paint.	This project has not been started.
	4. Flush water lines around town.	This project has been completed and will be done again in mid summer.

<p>5. Repair air diffusers in digester</p>		<p>This project is 75% complete.</p>
<p>6. Purchase equipment for snow removal and design snow removal plan.</p>		<p>This plan will begin in mid-summer.</p>
<p>7. Clean and make repairs to Hartman Avenue pump station.</p>		<p>Received a quote for this project.</p>
<p>Wharf</p>		
<p>1. Develop marketing materials to target boaters from various locations in Virginia and also Intracoastal Waterway.</p>		<p>The harbormaster will begin working on these marketing strategies in June, 2018.</p>
<p>2. Continue to train staff on appropriate daily operating procedures.</p>		<p>Assistants are currently receiving training on daily operating procedures.</p>
<p>3. Draft a strategic plan for minor and major repairs for both the harbormaster's facility and surrounding assets.</p>		<p>The harbormaster has begun working on this plan.</p>

**Town Manager's Report
May 21, 2018**

Infrastructure Summit

The Infrastructure Summit Planning group will meet tomorrow, May 22, to move forward with plans to submit a regional sewer project for federal infrastructure funding.

Town Election

Congratulations to Catherine Krause and Josh Bundick on being re-elected to Town Council and Maphis Oswald and Joy Marino as newly elected members to Town Council. The Clerk of Court will swear-in everyone at the June 25 Town Council meeting.

Chamber of Commerce Breakfast

I attended a Chamber of Commerce breakfast on May 9 at Wallops Island that focused on legislative updates from both the state and county levels. Lyn Lewis and Rob Bloxom discussed the fact that there is no budget currently. Some of the issues discussed in this legislative session have included money for dredging, better interagency communication regarding the opioid crisis and nonpartisan redistricting reform. Board of Supervisors Chair Robert Crockett mentioned that the county budget included largest school funding increase and that deputy sheriffs are receiving a \$6,000 raise. Chairman Crockett also discussed the cooperation between Onancock and the County to expand water and sewer service along the Route 13 corridor.

Demonstrations and Crowd Control Training

Police Department staff and I attended a Demonstrations and Crowd Control training in Richmond on May 10. The training focused on 1st Amendment and permitting issues related to demonstrations.

Market Street pedestrian/bike path

A joint meeting with the Town of Onley, County staff, VDOT staff and I was held to discuss a bike and pedestrian path along Market Street from Onancock to Route 13. VDOT staff will forward the proposal to their Suffolk office for further review. If approved, the path could be completed within 2 years.

Crosswalks

I met with Chris Isdell from VDOT to discuss proposed crosswalks in the downtown area and one at Jackson and Market Streets. The proposed crosswalks will be installed in either Summer, 2019 or Summer, 2020 depending on VDOT's paving schedule for Market Street

Wifi/Broadband Service

I met with Robert Bridgham from the Eastern Shore Broadband Authority on May 16 to discuss additional hotspots to aid with wifi coverage and also potentially extending fiber lines.