

**Town of Onancock  
Town Council Meeting  
November 26, 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 October 22, 2018 Meeting; November 7, 2018 Special Meeting; and, the November 13, 2018 Work Session Meeting.
4. Public Business
  - a. Public Hearing: Special Use Permit at 22 Meadville Drive - Town Manager William Kerbin
5. Public Comment
6. Planning Commission Report – Councilmember Robert Bloxom
7. Waterfront Committee Report – Councilmember Robert Bloxom
8. Personnel Committee Report – Councilmember Catherine Krause
9. Holiday Committee Report –
10. Mayor’s Report – Mayor Fletcher Fosque
11. Town Manager’s Report – Mr. William Kerbin
12. Council Comments
13. Closed Session- if needed
14. Adjourn

Town of Onancock  
Town Council Meeting  
October 22, 2018  
7:00 PM

Call to Order and Roll Call:

Vice-Mayor Bloxom called the meeting to order at 7:00 p.m. and roll was called. Vice-Mayor Robert Bloxom and Councilmembers Catherine Krause, Joy Marino, Ray Burger and Joshua Bundick were present. Mayor Fletcher Fosque and Councilmember Maphis Oswald were absent. A majority of members were present, and a quorum was established. Councilmember Maphis Oswald joined the meeting at 7:09 p.m.

The Pledge of Allegiance was recited.

Consideration and Approval of the Regular Town Council Minutes from the September 24, 2018

Meeting:

Vice-Mayor Bloxom asked if there were any changes, additions or corrections to the 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. Public Hearing - Condemnation Ordinance: Councilmember Krause asked that this item be postponed. All members were in agreeance.
- b. Presentation by Robert Bridgham, Eastern Shore Broadband Authority: Mr. Bridgham shared with the Town Council Eastern Shore Broadband Authority's plan for expanding fiber links to residential customers on the Eastern Shore of Virginia. This will be done through a phased approached which should take about two-years to complete.

Council discussion followed.

Ms. Toni Nelson, Ames Street, shared that she feels loyal to her current broadband provider although she sees the need for expanded services.

Council shared their overall enthusiasm for the project and thanked Mr. Bridgham for the presentation.

- c. Procurement Policy Approval: Council decided to table this until the November 13, 2018 work session meeting.
- d. Resolution: Grant Approval Allowing the Town to Obtain Financial Assistance from the USDA-Rural Development for a New Police Vehicle: Mr. Kerbin explained that the United States Department of Agriculture-Rural Development (USDA) requires that Town Council adopt this Resolution which allows the Town to enter into a financial agreement with them for grant/loan funding for a new police vehicle.

Council discussion followed.

Council gave their verbal consent and asked if there were any additional steps required. Mr. Kerbin indicated that there was not, and Vice-Mayor Bloxom signed the Resolution.

- e. Update on Year-Round Bathroom Access at the Wharf: Mr. Kerbin gave a report on the pros and cons of keeping the restrooms open year-round.

Council discussion followed along with comments from the public.

Councilmember Oswald suggested that this item be discussed further at the November 13, 2018 work session meeting.

Public Comment:

Mr. Mike Onufry, Ames Street, asked that the residents be notified when brush and limb pickup will commence each month.

Ms. Ann Nock, Market Street, asked that there be additional brush and limb pickup when a terrible storm has been through Town.

Ms. Ann Nock, Market Street, thanked the Onancock Main Street Initiative group for all they have accomplished.

Planning Commission Report:

No meeting.

Waterfront Committee Report:

Vice-Mayor Bloxom shared that the wharf paving project was discussed along with the issue of the floating slip ramp which needs to be raised. Councilmember Bloxom also mentioned the Town was waiting for an updated proposal from Ed Weber for the wharf bathroom project.

Personnel Committee Report:

No meeting.

Holiday Committee Report:

No meeting.

Mayor's Report:

No report.

Town Manager's Report:

Town Manager William Kerbin read his report aloud.

**ICMA Conference:**

Mr. Kerbin attended the ICMA conference from September 23<sup>rd</sup> – 26<sup>th</sup> in Baltimore. The conference hosts city managers, county administrators, department heads and student interns from throughout the world. He attended sessions on succession planning, implementing successful regulations for airbnbs, business retention, and practices for selling your community to retailers.

**Transfer of Streets to VDOT:**

Shoreline surveyors will be surveying East and Waples Streets so that the town can transfer these streets to VDOT. Once the surveys are complete, Mr. Kerbin will reach back out to VDOT to determine: 1) the streets meet the criteria to be transferred; and if so, 2) the remaining requirements needed to transfer these streets over to VDOT.

**Northeast Neighborhood Revitalization Project:**

Mr. Kerbin is setting up a meeting with Clinton Strand and some other residents in the Northeast Section community to discuss the project and hope to hold this meeting in November.

**Home and Garden Tour Preparations:**

The Garden Tour Committee has been meeting to discuss goals to prepare for the Home and Garden Tour scheduled for May 4, 2019. The goals include improvements to the restrooms at Town Hall, plantings in gardens around Town including the Welcome Sign, Custis Park and Town Hall; and edging sidewalks and street sweeping on Market Street. VDOT is planning to edge sidewalks in Spring, 2019 along Market Street and also schedule street sweeping prior to the tour.

**Wharf Interpretive Panel:**

Mayor Fosque and Mr. Kerbin met with Shannon Alexander regarding the content for an interpretive panel to be installed at the wharf. The panel will include information on wildlife and history of Onancock as well as a map. A grant is funding the panel. The panel is planned to be installed in Spring, 2019.

**VDOT Projects:**

VDOT engineering is reviewing the Town's request to remove five parking spaces in front of the Charter building and to install crosswalks around Town. The parking spaces should be eliminated sometime in the Winter or Spring of 2019. The crosswalks for Jackson and Market Streets, and North and Market Streets are planned to be installed in the Summer of 2019; and the crosswalks for King and North Streets, and Ames and Market Streets are planned to be installed at a later date to be determined.

Also, Mr. Kerbin shared a letter that was sent to him in praise of the Onancock Police Department, shared his discussion with the Eastern Shore Car Cruisers about a possible event in Town as well as gave an update on the wharf parking lot paving project.

**Council Comments:**

Councilmember Krause visited Gloucester, another Virginia Main Street Town, and mentioned the unique cross walks with brick stamping. Councilmember Krause would like Town to discuss doing a project like that in coordination with the Main Street Initiative.

Councilmember Marino thanked Councilmember Oswald her hard work getting the Onancock photobooth ready for the Golden Spike Railroad Festival in Parksley. Councilmember Marino also thanked Mr. Rick Turner and others for their hard work cleaning up the Town's public restroom facilities.

Councilmember Krause thanked everyone for their participation in the Main Street Initiative surveys and meetings.

Councilmember Burger shared that the Tree Board has started planting trees for screening at the sewage plant. Councilmember explained that there were still a few more that needed to be planted and if anyone was interested in helping they should reach out to Mr. Bill Burnham.

Councilmember Oswald expressed her concerns over bushes and shrubs around Town that are creating visibility issues for drivers due to their location.

Closed Session, if needed:

None.

Adjourn:

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

The meeting adjourned at 8:04 p.m.

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Robert Bloxom, Vice-Mayor

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Lisa Fiege, Deputy Clerk

Town of Onancock  
Town Council Special Meeting  
November 7, 2018  
6:30 p.m.

Call to Order and Roll Call:

Mayor Fosque called the meeting to order at 6:30 p.m. and roll was called. Mayor Fletcher Fosque and Councilmembers Robert Bloxom, Catherine Krause, Joy Marino, Ray Burger, Maphis Oswald and Joshua Bundick were present. All members were present, and a quorum was established.

The Pledge of Allegiance of recited.

Public Business:

- a. Resolution: Grant Approval Allowing the Town to Obtain Financial Assistance from the USDA-Rural Development for a New Police Vehicle: Mr. Kerbin explained that this was the same Resolution that was discussed in the October meeting. USDA-Rural Development requires that it be adopted by a formal vote which was not done in the last meeting.

*Councilmember Krause made a motion to approve the Resolution to apply for a USDA grant for the purchase of a new police vehicle. Councilmember Bloxom seconded the motion. The motion passed by unanimous voice vote.*

- b. Discussion of a Special Event Hosted by the Eastern Shore of Virginia Chamber of Commerce – Mr. Robert Marsh, ESVA Chamber of Commerce: Mr. Marsh outlined the ESVA Chamber of Commerce’s proposal for the use of the Onancock Wharf to host a private event. This event would be a large-scale networking opportunity for the members of the ESVA Chamber of Commerce as well as a way to highlight the industries of the Eastern Shore of Virginia. Mr. Marsh explained that there would be 500 tickets available for purchase at \$50.00 apiece. Chamber members would be given first access to purchase tickets and then the Chamber would be able to open ticket sales to non-members. The event will be held on May 10, 2019 which will coincide with the Onancock Business and Civic Associations Second Friday event.

Council discussion centered around: event parking; restrooms; the cost of the event; concern for the event being on public land but not open to the public; road closures; the freshly paved wharf parking lot; event setup and cleanup; and, liability insurance. Council also discussed the need of having a policy in place for rental requests such as this one.

Ms. Ann Nock, Market Street, suggested that the event be focused on highlighting the Chesapeake Bay.

Ms. Terris Kenney, OBCA President, shared that OBCA has been looking to revitalize Second Fridays and they feel that this event helps do just that.

Mr. Janet Fosque, Market Street, expressed some concern over the Town’s liability should something go wrong.

Mrs. Barbara Johnsen, Ames Street, suggested the Town check in with Norfolk, Virginia on how they deal with large crowd events such as this one on public land.

Councilmember Krause suggested that Council vote on the event approval so that Mr. Marsh can get the planning into full swing.

*Councilmember Bloxom made a motion to allow the Chamber to proceed with this event subject to mutually acceptable procedures to be developed and also that the Town will proceed to develop a policy around this and future events. Councilmember Bundick seconded the motion. Mayor Fosque called for a hand vote; five members were in favor with one member abstaining. The motion passed.*

Public Comment:

No comments were made.

Adjourn:

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

The meeting adjourned at 7:40 p.m.

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Fletcher Fosque, Mayor

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Lisa Fiege, Deputy-Clerk

Town of Onancock  
Town Council-Work Session  
November 13, 2018  
6:30 p.m.

Call to Order and Roll Call:

Mayor Fosque called the meeting to order at 6:31 p.m. and roll was called. Mayor Fletcher Fosque and Councilmembers Robert Bloxom, Joy Marino, Catherine Krause, Ray Burger, Maphis Oswald and Joshua Bundick were present. All members were present, and a quorum was established.

The Pledge of Allegiance was recited prior to roll call.

Public Business:

- a. Discussion of the Procurement Policy: Mayor Fosque explained that Town Manager William Kerbin feels that the Town should have a procurement policy. Mr. Kerbin's proposed policy was in the agenda packet for Council's review.

Council discussion followed, and the items listed below will be further reviewed at the January work session meeting: retaining only the language germane to Onancock; review State Code for the rules localities are to abide by; and, discussed the requirement of going with the lowest bid.

- b. Discussion of the Condemnation Ordinance: Mayor Fosque explained that the Town's current condemnation ordinance is lacking teeth and this proposed ordinance should help beef up the Town's current policy.

The following items were discussed: adding definitions; ask Accomack County's Building and Zonings department to review proposed language; time-frame too restrictive; as well as, identify the appropriate entity to make the condemnation determination.

- c. Discussion of Outsourcing Landscaping Services: Mayor Fosque shared that since there were no proposals in the agenda packet for them to review, this item would need to be discussed later.
- d. Discussion of Year-Round Access to the Marina Restrooms: Mayor Fosque explained that this item was in response to a resident's question at a previous Council meeting. According to Public Works Director, the cost to insulate the pipes under the parking lot would be about \$4,000.00.

The following items were discussed: having the restroom facilities open for special events; the concern over design of the restrooms which makes it impossible to leave open annually due to the showers; possibly work on making the current public restroom facilitates nicer; obtaining a firm cost to insulate the restrooms at the wharf; concern over heating a building that was not designed to be used annually; and, the possible purchase of a prefabricated restroom facility.

The consensus was that the wharf would not be left open year-round.



- e. Discussion of Town Property Use Policy: Council reviewed the current request by the Eastern Shore of Virginia's Chamber of Commerce to use the Onancock Wharf for a private event. This request has also sparked a need for Council to draft a policy for future requests.

Some items discussed were: hold harmless agreements; the event holders financial responsibility for the use of the Town's electric and Police Officers; a possible fee for those who are requesting the use of the Town's property; and, the concern of the actual benefit to the Town and its businesses.

- f. Discussion of a Condominium Ordinance: Mayor Fosque shared that in past discussions with previous Town Manager, G. Cabell Lawton, condominiums are really an ownership issue and not a zoning issue. Mayor Fosque explained that it will really come down to what districts will be allowed to have multi-family designations with a special use permit. Councilmember Bloxom suggested that Council decide if a certain zone will only be allowed to have multi-family, multi-family for rent, or a mixture of the two.

Council discussion followed.

Adjourn:

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

The meeting adjourned at 7:50 p.m.

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Fletcher Fosque, Mayor

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Lisa Fiege, Deputy Clerk

## STAFF REPORT

**To:** Town Council  
**Case Number:** SUP 05:18  
**Tax Map:** 85A-1-10-04 and 85A-1-10-05

**Date:** November 26, 2018  
**From:** William H. Kerbin Jr.

### General Information

<i>Applicant</i>	Webb Smith and Claire Turner
<i>Owner of Record</i>	Webb Smith and Claire Turner
<i>Requested Action</i>	Proposed use of tax map parcel 85A-1-10-04 and 85A-1-10-05
<i>Location</i>	The parcel is located on the south side of Meadville Drive.
<i>Parcel Area</i>	The total acreage of the parcel is .28 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-1B 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: Each dwelling unit shall be permitted not more than one apartment which shall be contained in the dwelling unit itself.

### 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 5:18 with the following condition:

- The owner of the dwelling unit within which the apartment is located reside within the dwelling itself.

**PUBLIC HEARING  
TOWN COUNCIL  
TOWN OF ONANCOCK, VA  
NOVEMBER 26, 2018**

The Town Council for the Town of Onancock, VA will conduct a public hearing on Monday, November 26, 2018, at 7:00 p.m., in the Town Council Chambers located at 15 North Street, Onancock, VA 23417 to consider one (1) special use permit application for the following:

*Special Use Permit application – SUP 05:18*

*Webb Tyler Smith and Claire Marie Turner are requesting a special use permit to operate an apartment at 22 Meadeville Drive in the Town of Onancock. This parcel is zoned Residential (R-1A) and is Tax Map #85-A1-10-04 and #85-A1-10-05.*

Copies of the above application and site plan 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](mailto:wkerbin@onancock.com), or at the work address above.

# TOWN OF ONANCOCK

15 NORTH STREET  
ONANCOCK, VIRGINIA 23417

## SPECIAL USE PERMIT APPLICATION

Applicant's Name: John W. Tyler Smith & Claire Marie Turner

Address: 22 Meadville Drive Onancock

Telephone: 504-237-0200 Date: 10/15/18

Location & Legal Description of Property Proposed\* : 22 Meadville Drive in the Mount Prospect Subdivision, lots #4 and #5 located on the Southeastern corner of Meadville Drive and Ames streets. Both lots w/ frontage on Meadville Drive and also w/ side yard frontage on the Eastern Property line of lot #4 onto Ames street

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

No. of proposed parking spaces (for homestay applicants only): 2

Parcel Number: #085A1100000400 ~~#085A1100000500~~ #085A1100000500

Zoning Classification: Residential 1B (R1B) single family residential

Name and telephone number for local emergency contact: \_\_\_\_\_

N/A

Description of Proposed Use: Application is for rental apartment located within single family frame dwelling structure consists of a (3) bedroom house w/ semi-attached (2) bedroom addition constructed by previous owners. Please see attached supporting documents for more in depth description of the property, the proposed and photographs as well as diagrams of existing structure

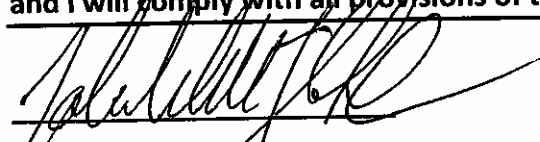
PAID  
OCT 15 2018

BY: UF Ct# 1101

# 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.

  
\_\_\_\_\_  
Signature of Applicant

10/15/18  
\_\_\_\_\_  
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.**

TOWN OF ONANCOCK, VIRGINIA  
SPECIAL USE PERMIT APPLICATION

Applicant's Name: Steven W. & Juliann M. Green

Address: 22 Meadeville drive, Mount Prospect, Onancock

Telephone Number: 757-787-2639 or 610-942-3215 ( Pa.) Date: 3/11/09

Location and Legal Description of Property Proposed: 22 Meadeville Drive, in the Mount Prospect subdivision, lots #4 & #5 located on the Southwestern corner of Meadeville Drive and Ames Streets. Both lots with frontage on Meadeville Drive and also with side yard frontage on the Eastern property line of Lot #4 onto Ames Street

Tax Map Number : # 085A11000000400 & # 085A11000000500

Zoning Classification : Residential 1B (R1B) Single family residential

Description of Proposed Use : Application is for rental apartment located within a single family frame dwelling. Structure consists of a (3) bedroom house with a semi-attached (2) bedroom addition constructed by previous owners. Please see the attached supporting documentation for more in depth description of the property, the proposed use, and photographs as well as diagrams of existing structures.

*Town of Onancock*  
15 North Street  
Onancock, VA 23417  
(757) 787-3363 or Fax (757) 787-3309  
E-Mail: [onancock@ssva.net](mailto:onancock@ssva.net)  
Mayor: Bruce Paone  
Town Manager: Sandra Manter

*Council:*  
*Fletcher Fosque*  
*Kris LaMontagne*  
*Kathyanne Kunninger*

*Council:*  
*George E. Miles*  
*Travis Bradley*  
*Maphis Oswald*

April 24, 2009

**MEMO**

**TO:** Mayor and Town Council  
**FROM:** Sandy Manter, Town Manager *SM*  
**RE:** Green Special Use Permit Request

Steven W. Green has requested a Special Use Permit for a rental apartment located within a single family frame dwelling at 22 Meadeville Drive.

Section 24-16 of the Onancock Town Zoning Ordinance allows "not more than one apartment, which shall be contained within the dwelling unit itself," by Special Exception. The ordinance further states that, "It shall be a condition of issuance of a Special Use Permit that the owner of the dwelling within which the apartment is located actually reside within the dwelling itself."

The apartment which Mr. Green wishes to rent is in a semi-attached two bedroom addition, which was constructed by the previous property owners, with a special use permit for occupancy by the property owner's mother. Mr. Green states that he and his wife currently reside in Chester County, PA, and spend weekends in residence at the subject property in Onancock.

The primary residence and semi-attached dwelling are constructed on two recorded lots (lots #4 and #5). The applicant states in his application that the two dwellings could meet the ordinance requirements for separate dwellings on separate lots. A structure to be constructed on a non-conforming lot of record would require variances for any zoning regulations that could not be met, and would have to comply with zoning provisions, including setbacks, to the extent possible.

A copy of Mr. Green's Special Use Permit Application is attached.



**NOTICE OF PUBLIC HEARING**

THE ONANCOCK TOWN COUNCIL WILL HOLD A PUBLIC HEARING ON MONDAY, APRIL 27, 2009 AT 6:30PM IN THE TOWN HALL COUNCIL CHAMBERS, 15 NORTH STREET, ONANCOCK, TO CONSIDER THE FOLLOWING:

A request from Steven W. Green for a Special Use Permit pursuant to Article III, Section 24-16(A) for a rental apartment located within a single family dwelling, at 22 Meadville Drive, Onancock VA (Tax Parcels 85A1-10-4 & 85A1-10-5).

Application may be examined at the Town Hall, 15 North Street, Onancock.

Sandra Manter  
Interim Town Manager

**Supporting Documentation for Request for Special Use Permit  
22 Meadeville Drive, Onancock, Va 23417**

Plat # 85A1010-4/5 Tax map # 085A11000000400 & # 085A11000000500

Intent:

We are requesting a Special Use Permit to allow a rental apartment within an existing single family dwelling. The current layout of the structure is such that it will allow this to occur with ample privacy for both units and no visible impact or detrimental effect on the surrounding homes in the neighborhood.

Background on property:

The property consists of (2) separate building lots. The lots are located in the Mount Prospect subdivision, and are zoned as Residential 1B. The lots are NOT located within the Onancock historic district, nor are they located within CBPA critical areas of RPA or RMA. The corner lot, known as lot # 4, contains the original (3) bedroom frame dwelling and (1) car garage that were constructed in the 1930's. The adjacent lot, known as lot # 5, contains a semi-attached (2) bedroom frame dwelling. Both lots have frontage on Meadeville Drive. The corner lot, # 4, has side yard frontage on Ames St., as well. The rear of both lots and the side of lot # 5 abut neighboring residential lots with dwellings.

This property was purchased by Juliann & Steven Green in June of 2008, from James & Carole Gadsby. Mr. & Mrs. Gadsby originally purchased the corner lot with dwelling as a primary residence, and subsequently purchased the adjacent vacant lot known as lot # 5. On or around 2004, the Gadsbys obtained a building permit and constructed an additional dwelling for Mr. Gadsbys mother. We were informed that a Special Use Permit may have been obtained for this occupancy, but have no further knowledge of that. Since a Special Use Permit is not transferable from one owner to another, it should have no bearing on this matter.

The resulting addition to the structure is a semi-attached cottage or dwelling which is entirely on lot # 5. This structure is a (2) bedroom, (2) bathroom frame structure with a small kitchen, and combined living room & dining room. The cottage is attached to the original dwelling via a door and breezeway from the enclosed rear porch of the original dwelling on Lot #4. The cottage currently has (2) separate means of egress other than the door to the enclosed porch.

Proposed Modifications and Use:

My wife and I currently reside in Chester County, PA. We enjoy spending long weekends in Onancock and look forward to moving here fulltime soon. In the interim, we would like to rent the cottage to an individual, a couple or possibly a single parent with child. We will NOT be renting the original dwelling, but will maintain it as our second home for now, and ultimately our fulltime home. We may ultimately choose to utilize the cottage as a guest home for family and friends, or we may continue to rent the cottage.

For security reasons, it would be desirable to have someone residing on the property while we are out of town. This would minimize the risk of damage to, or deterioration of the property.

We propose that there will be no visible change to the exterior of the structures or property and therefore no visible impact to the surrounding neighborhood from this proposed occupancy change.

There is currently parking for (4) vehicles in the driveway off of Ames street. We will make (2) of those spaces available for the tenant of the cottage. We will maintain (2) spaces and the garage for our own use. We feel that this is a lower impact on the neighborhood than creating a separate driveway on lot #5 for the apartment.

We are currently planning to finish the construction of the 2<sup>nd</sup> bedroom on the second floor of the cottage. We will also finish the bathroom on the second floor which is already plumbed and has fixtures in place. The second floor ceilings and walls were drywalled, and ductwork was installed for HVAC when originally constructed. All electrical wiring was completed on the 2<sup>nd</sup> floor, as well. Final finishes and ventilating equipment were not installed, and will be completed as part of our proposed work. We intend to close the doorway connecting the cottage to the porch of the main dwelling. We may or may not elect to meter the electric service separately for each dwelling.

Conformity to Ordinance requirements:

This proposed rental apartment is permitted by the ordinance under Article III, Sec. 24-16. Special Exceptions, subsection a. This section clearly permits one apartment contained within a single family dwelling unit upon issuance of a Special Use Permit. The current layout of the structures will permit this requested use to meet the ordinance with no alterations to the existing structure or property.

The proposed rental apartment will meet all life safety requirements for means of egress as it has (2) doors to the outside on the first floor, egress windows from the 1<sup>st</sup> and 2<sup>nd</sup> floor bedrooms, and an interior stairway and a door to a deck from the second floor. The cottage is equipped with hardwired, battery back-up smoke detectors as required by code, and is equipped with fire extinguishers on each floor. Heat and air conditioning are completely separate from the main structure.

This proposed use also meets the requirements for parking under Article XII. Off-Street Parking, Sec. 24-82, which requires (2) parking spaces per dwelling unit.

This proposed use meets the requirements of the Review Standards set forth under Article XV. Special Use Permits, Sec. 24-95.

Conformity to ordinance as separate dwellings:

Without the breezeway attachment and common utilities, these dwellings would easily meet the ordinance requirements under Article III for permitted use as separate dwellings on separate lots. The dwelling on lot #4 is an existing nonconformity in that the dwelling and garage were originally constructed without set back from the westward property line between lots #4 & #5. As evidenced by the surrounding homes constructed during the same era, it was common practice at the time, to permit construction of a dwelling or accessory building on the property line with no setback. With the breezeway connection removed, and a driveway added with

parking for (2) cars off of Meadeville Drive, the newer cottage meets the current setback back requirements for an individual dwelling.

Had the previous owner not connected the (2) structures when built in 2004, they would have been classified as separate dwellings. In this case, rental of the detached dwelling would have been permitted by right in the ordinance.

Summary:

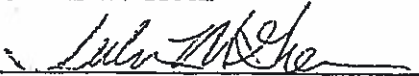
We feel that separation of the structures to form (2) individual dwellings would be a much less desirable result for the surrounding neighborhood, and this is not our intention. We wish to maintain the charm and character of the neighborhood that encouraged us to purchase this property in the first place. The structures work together very harmoniously as built, and modifications to the structure or yard would be less aesthetically appealing than what we propose.

The layout of these structures make them uniquely suitable for the proposed use as a single family dwelling with apartment. We encourage the Town Council to approve this Special Use Permit as requested, without delay and without supplemental conditions, limitations or special requirements attached.

Respectfully submitted,



Steven W. Green

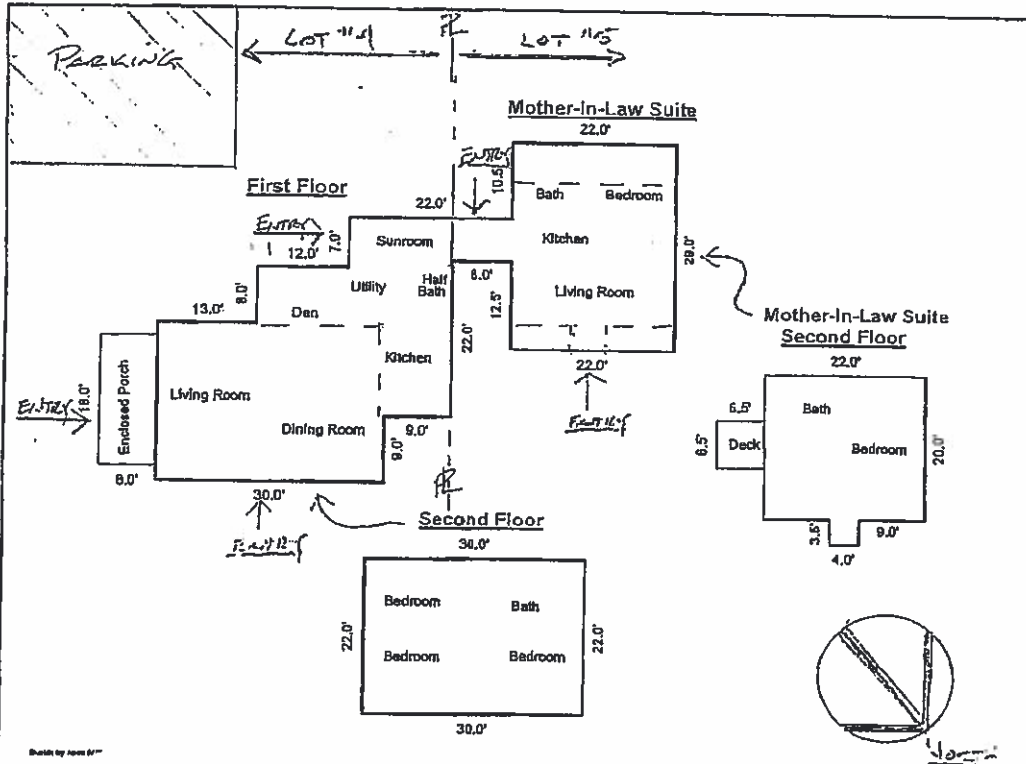


Juliann M. Green

### Building Sketch

Borrower	Green, Julian		
Property Address	22 Meadville Drive		
City	Onancock	County	Accomack
Lender	Wachovia - IR#567969	State	VA
		Zip Code	23417

AMES ST.



Comments:

MEADVILLE DRIVE

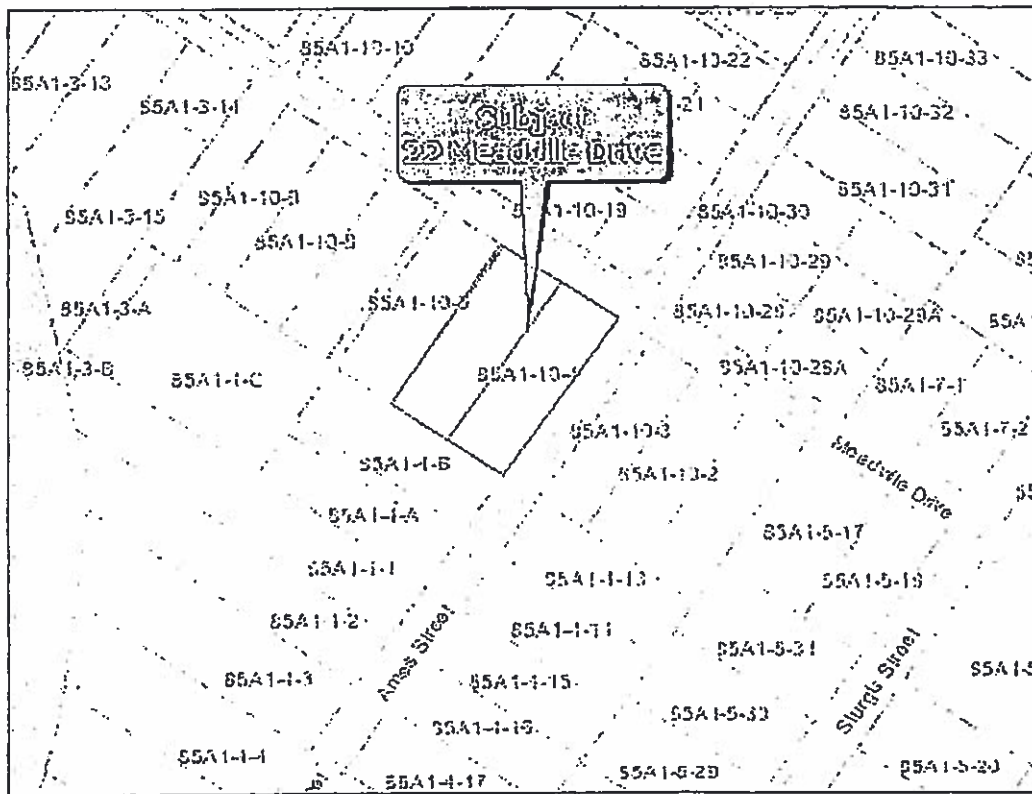
AREA CALCULATIONS SUMMARY			
Code	Description	Net Size	Net Totals
GLA1	First Floor	1769.0	1769.0
GLA2	Second Floor	660.0	
	Mthr-in-law 2nd fl	454.0	1114.0
F/P	Enclosed Porch	144.3	
	Deck	42.3	186.3
Net LIVABLE Area		(Rounded)	2883

LIVING AREA BREAKDOWN			
Breakdown			Subtotals
<b>First Floor</b>			
22.0	x	29.0	638.0
22.0	x	30.0	660.0
8.0	x	17.0	136.0
9.0	x	21.0	189.0
7.0	x	14.0	98.0
6.0	x	8.0	48.0
<b>Second Floor</b>			
22.0	x	30.0	660.0
<b>Mthr-in-law 2nd fl</b>			
3.5	x	4.0	14.0
20.0	x	22.0	440.0
9 items	(Rounded)		2883

5

### Plat Map

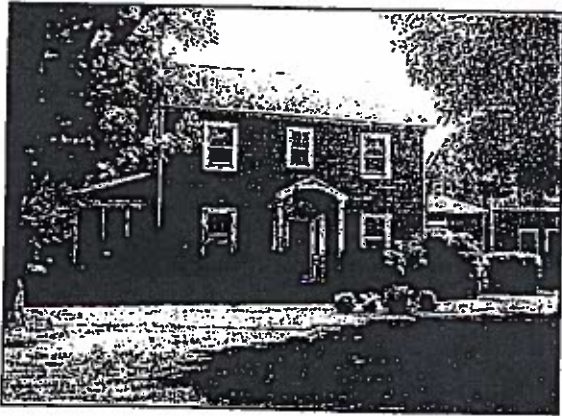
Borrower	Green, Juliann						
Property Address	22 Meadville Drive						
City	Onancock	County	Accomack	State	VA	Zip Code	23417
Lender	Wachovia - IR#567969						





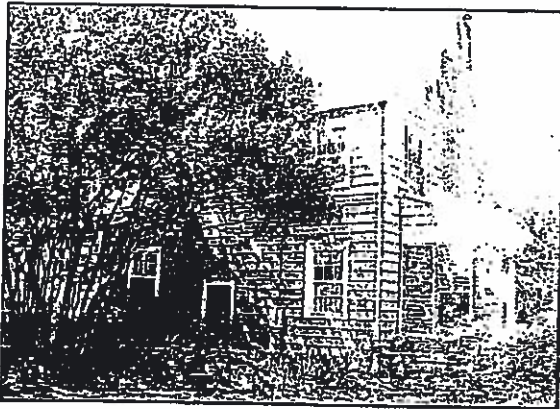
**Subject Photo Page**

Borrower	Green, Jullann				
Property Address	22 Meadville Drive				
City	Onancock	County	Accomack	State	VA
Lender	Wachovia - IR#587969				
				Zip Code	23417



**Subject Front**

22 Meadville Drive  
 Sales Price 470,000  
 Gross Living Area 2,883  
 Total Rooms 11  
 Total Bedrooms 5  
 Total Bathrooms 3  
 Location Mt. Prospect  
 View Residential  
 Site 0.55 Acre Total  
 Quality Good  
 Age 75



**Subject Rear**



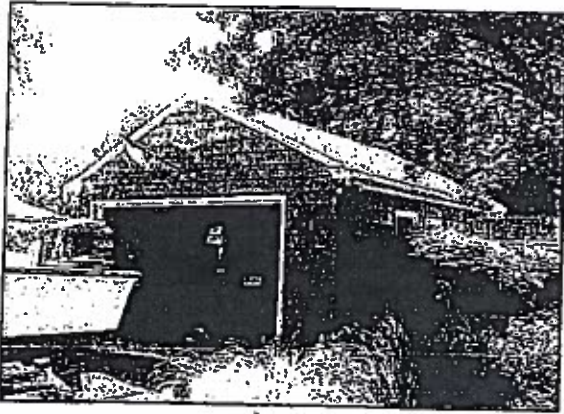
**Subject Street**

### Subject Photo Page

Borrower	Green, Juliann		
Property Address	22 Meadville Drive		
City	Onancock	County	Accomack
Lender	Wachovia - IR#567969	State	VA
		Zip Code	23417



**Mother-In-Law Suite**



**Garage**

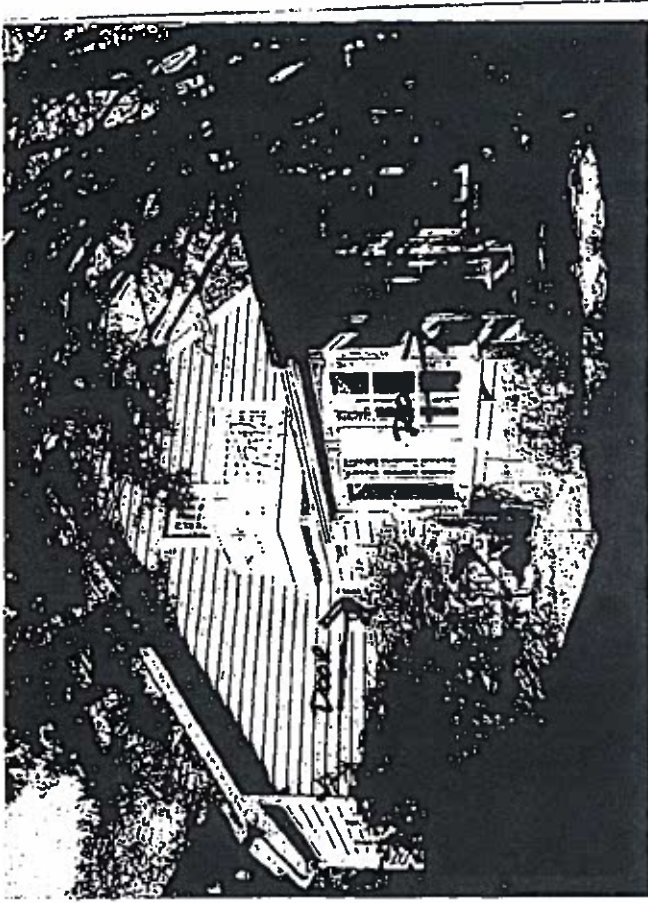




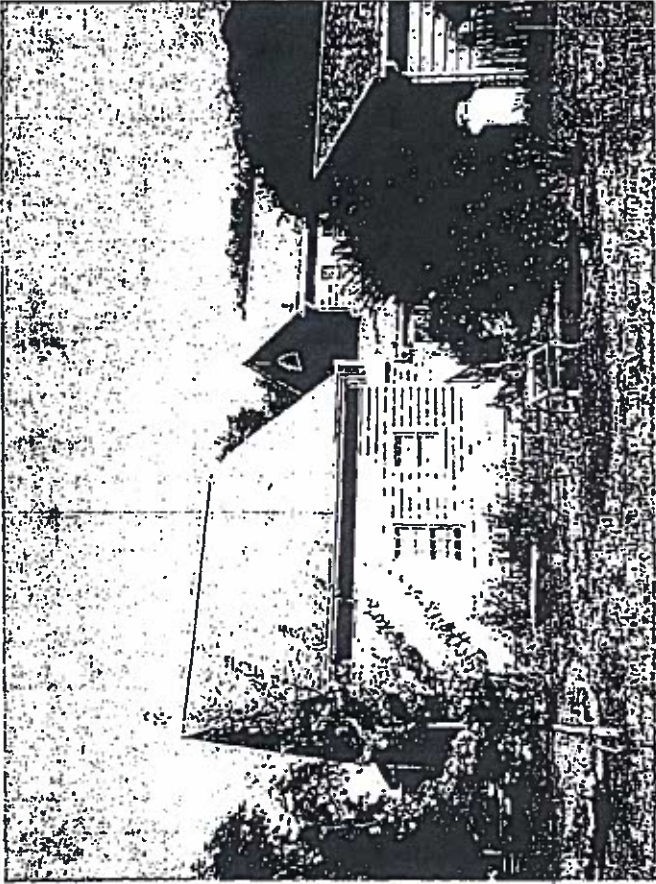
EXISTING PARKING AREA



FRONT OF COTTAGE



DECK TO THE REAR PORCH & REAR DOOR OF COTTAGE



REAR OF COTTAGE

Town of Onancock

15 North Street

Onancock, VA 23417

(757) 787-3363 or Fax (757) 787-3309

E-Mail: [onancock@esva.net](mailto:onancock@esva.net)

Mayor: Bruce Paone

Town Manager: Sandra Manter

Council:

Fletcher Fosque

Kris LaMontagne

Kathyanne Runniger

Council:

George E. Miles

Travis Bradley

Maphis Oswald

TOWN OF ONANCOCK  
ZONING PERMIT APPLICATION

Tax Map Identification Number: 95A1-10-4

IDENTIFICATION AND PROPERTY LOCATION

Name of Property Owner: JULIAN & STEVEN GREEN

Physical Address of proposed use: 72 MEADVILLE DRIVE

Mailing Address: 22 MEADVILLE DRIVE, ONANCOCK, VA 23417

Telephone Number: 757-787-7839 Alt/Cell: 610-310-4545

Contractor: (TO BE DETERMINED)

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Alt/Cell: \_\_\_\_\_

ZONING CLASSIFICATION

RESIDENTIAL DISTRICT 1-B

TYPE OF IMPROVEMENT/INTENDED USE

RELOCATE EXISTING 1 1/2 CAR FRAME  
GARAGE TO REAR OF LOT #4.  
SET FRONT FROM AMPS ST. PROPERTY LINE TO  
BE 15'-0" SET BACK FROM REAR PROPERTY LINE  
TO BE 15'-0". REQUIRED SET BACKS ARE 10'  
FROM AMPS HLn & 3' FROM REAR PL. GARAGE  
TO BE SET ON MONOLITHIC CONCRETE SLAB  
W/ 20" FOOT WALL. SLAB WILL BE 8" ABOVE  
SURROUNDING GRADE.

**DIMENSIONS**

Number of stories 1

Square feet of new construction 0 sq ft.

**Describe provisions for off street parking:** (Zoning ordinance requires 1 parking space per 100 sf of gross floor area in the business districts and 2 parking spaces for dwelling unit in the residential districts)

CURRENTLY HAVE OFF-STREET PARKING  
FOR (4) CARS OFF OF AMES STREET  
PLAN TO MAINTAIN PARKING FOR  
AT LEAST (4) CARS

**A SITE PLAN MUST ACCOMPANY THIS PERMIT APPLICATION**  
Plan must show the following details

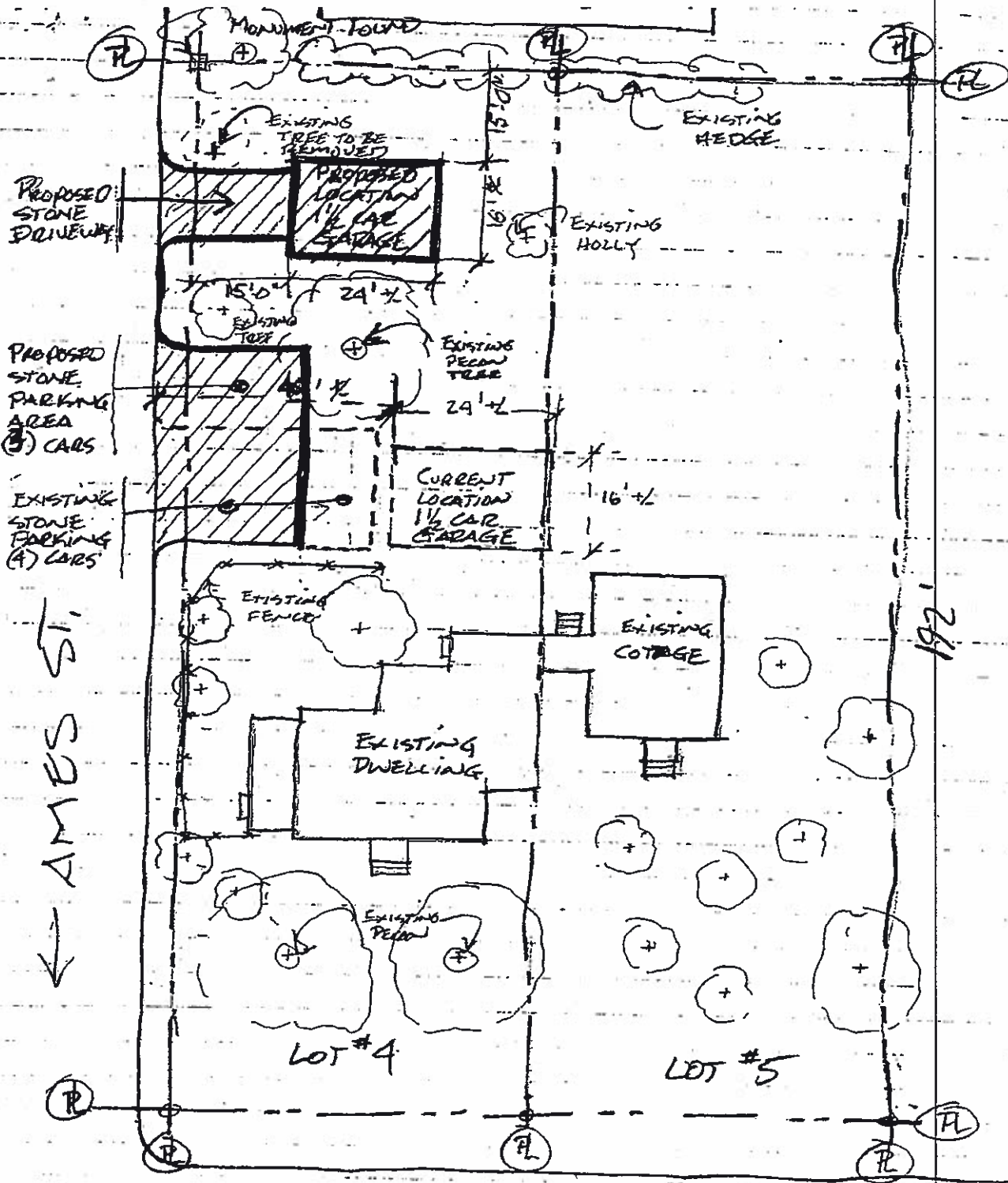
- Lot dimensions
- Streets adjacent to the lot with existing and proposed entrances marked
- Location of all existing and proposed structures on the site
- Distances from all structures to the front, back, and sides of the property line
- Additional information may be required by the Zoning Administrator, depending on the type of use proposed.

S Date: \_\_\_\_\_  
Signature of Applicant

Approved  Denied

[Signature] Date: 7/9/10  
Signature of Zoning Administrator





PROPOSED RELOCATION  
OF EXISTING GARAGE

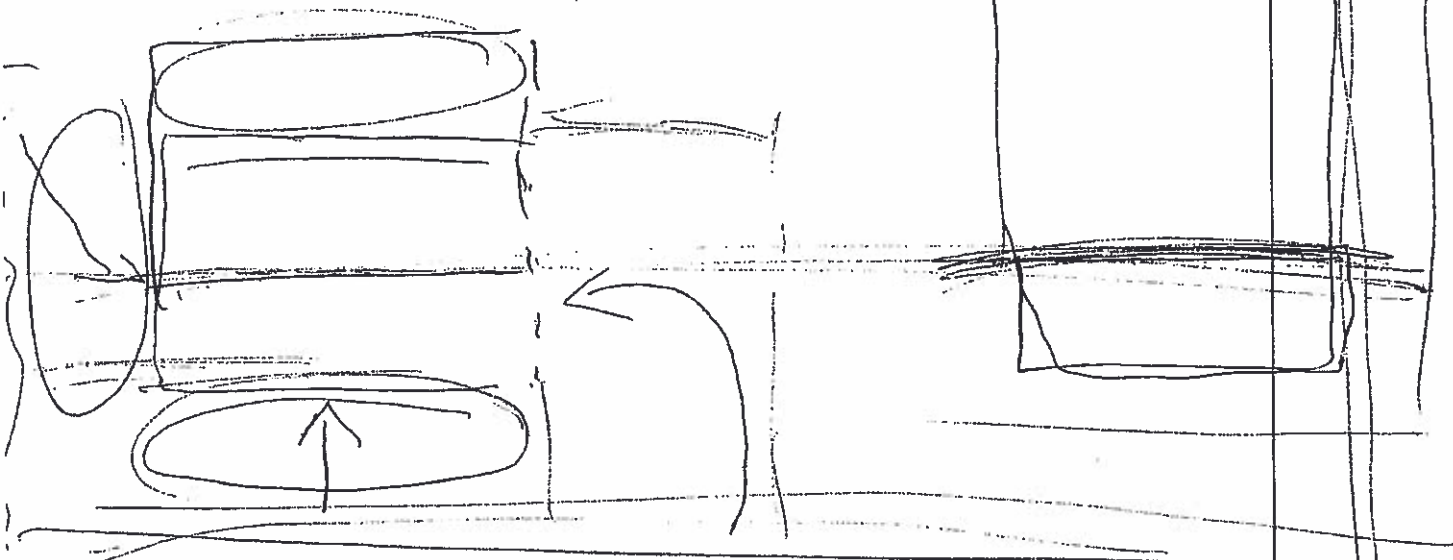
GREEN RESIDENCE  
#22 MEADVILLE DRIVE  
ONANCOCK, VA 23417

MEADVILLE DRIVE →

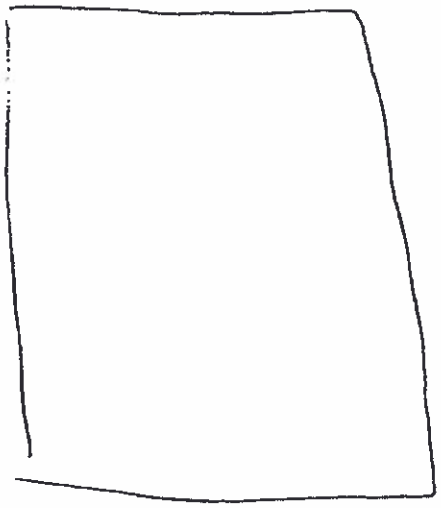
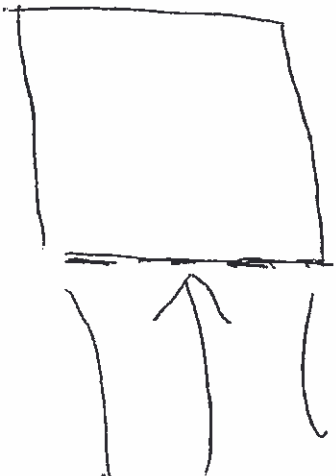
Mary Garber (32 Ames)

787-7962

3/16/11 @ 2:20 Left message re permit  
is moving garage ok. cp



Existing



2

1

**Town Manager's Report  
November 26, 2018**

Wharf Parking Lot

Branscome will be paving the wharf parking lot sometime after Thanksgiving. The parking lot will be closed to all vehicular access for a specified time. We will make residents aware of this closure when we have the specific dates of closure.

Christmas Preparations

Public Works staff have been putting up holiday decorations. Town Hall staff have been preparing for the upcoming Christmas parade scheduled for Sunday December 9. Applications for the parade are due by Wednesday December 5.

Taxes

All taxes are due by December 5. At this point, the Town has collected approximately \$158,000 in real estate taxes and \$28,000 in personal property taxes.

New Public Works Employee

The Town would like to welcome Luis Ramirez to the Department of Public Works. He will be performing both maintenance, and water and wastewater duties.

Cellular Tower Progress

The site plan review has been completed and approved for the cell tower. Verizon is waiting for the historic preservation review to be completed. The anticipated construction date is Spring, 2019.

Police Academy Graduation

I want to extend congratulations to Yardley Townsend who graduated from the police academy on November 20.

# ONANCOCK POLICE DEPARTMENT

## Summary of Police Activities for

### October 2018

Events initiated \_\_\_\_\_ 1,588

**Court:**

Number of times attended \_\_\_\_\_ Twice

Amount of fines \_\_\_\_\_ \$3,082.00

**Traffic:**

Number of summons issued \_\_\_\_\_ 24

Number of warnings \_\_\_\_\_ 27

Event Type	# of	Event Type	# of
ACCIDENT	4	VANDALISM	2
BUSINESS- assist/complaint	6	DOMESTIC	4
CITIZEN- assist/complaint	14	SPECIAL PATROLS	990
CITIZEN- fraud	1	CITIZEN- welfare check	3
WARRANT- service	1	ALARM ACTIVATION	2
BREAKING & ENTERING	2	BUSINESS- check	95
BUSINESS- found unsecured	1	DESTRUCTION OF PROPERTY	1
DISORDERLY CONDUCT	2	CITIZEN- 911 hangup	2
ANIMAL COMPLAINT	3	INVESTIGATION	8
LARCENY- of property	1	NOISE COMPLAINT	1
ASSAULT- simple	1	RESIDENCE CHECK	26
SPECIAL DETAIL	1	WEAPONS VIOLATION	1
ASSIST- other agency	23	TRESPASSING	1