

Town of Onancock

Town Council Meeting

Onancock Town Hall, 15 North St., Onancock, VA 23417

September 28, 2020 at 7:00 p.m.

PHYSICAL DISTANCING AND FACE MASKS ARE REQUIRED AT ALL TIMES

Agenda

1. Call to order and roll call
2. Pledge of Allegiance
3. Consideration and approval of meeting minute from:
 - a. August 24, 2020 Town Council meeting
4. Public Business:
 - a. Town Council Public Hearing – Special Use Permit: 7 Ames Street
 - i. Motion to accept approve application for 7 Ames Street to serve as a Homestay.
 - b. Approve appropriation of second CARES ACT funding (Matt Spuck, Town Manager)
5. Council Discussion:
 - a. Consider the process to be used to review and possibly alter Town Code
 - b. Consider the water source and cost to Town owned buildings
6. Public comment
7. Committee Reports:
 - a. HRSD (Bob Bloxom)
 - b. Waterfront (Bob Bloxom)
 - c. Planning Commission (Bob Bloxom)
 - d. Personnel (Catherine Krause)
 - e. Strategic Planning (Fletcher Fosque)
8. Mayor's report
9. Town Manager's report
10. Council comments
11. Closed session (if required)
12. Adjourn

View meeting online by clicking the YouTube icon at the bottom of the Town's website (www.Onancock.com). Please note there is a 30-second delay. Send any questions or comments to Matt.Spuck@Onancock.com to be read aloud during the appropriate time on the agenda.

Town of Onancock
Town Council
August 24, 2020
7:00 p.m.

Call to Order and Roll Call:

Vice-Mayor Bloxom called the meeting to order at 7:01 p.m. and roll was called. Vice-Mayor Robert Bloxom and Councilmembers Catherine Krause, Maphis Oswald and Joy Marino were present. Mayor Fletcher Fosque and Councilmembers Ray Burger and Shyreka Riley were absent. A majority of members were present, and a quorum was established.

The Pledge of Allegiance was recited.

Motion to Amend Agenda:

Vice-Mayor Bloxom shared that there was a new addition to the agenda and that council would need to make a motion to amend the agenda.

Councilmember Oswald made a motion to amend the agenda for this evening's meeting to add item 4.d; Resolution pertaining to the Virginia Tourism Commission to recognize Onancock as a Designated Marketing Organization. Councilmember Krause seconded the motion. The motion passed by unanimous voice vote.

Consideration and Approval of the July 27, 2020 Meeting Minutes:

Vice-Mayor Bloxom asked if there were comments or changes to the minutes as presented. Councilmember Oswald pointed out that on page six it states that the Samuel D Outlaw Building is rented out to their 501 (c)(3) but they do not rent it from the town they get use of the property at no charge.

Councilmember Oswald made a motion to approve the meeting minutes as amended. Councilmember Marino seconded the motion. The motion passed by unanimous voice vote.

Public Business:

- a. Joint Town Council and Planning Commission Public Hearing – Rezone 18 Market Street from Business B-1 to Residential R-1A: Vice-Mayor Bloxom opened the joint public hearing at 7:05 p.m. and turned the meeting over to Planning Commission Chair, Judith Grier.

Chairman Grier called the Planning Commission to order at 7:05 p.m. and roll was called. Chairman Judith Grier and Commissioners Bill Bagwell, Larry Frey and Robert Bloxom were present. Commissioners Scott Schreiber and Ridgway Dunton were absent. A majority of members were, and a quorum was established. Chairman Grier opened the Planning Commission Public Hearing at 7:06 p.m.

Chairman Grier explained that the town has been asked to rezone the property located at 18 Market Street from Business Downtown (B1) to Residential (R1-A).

Commissioner Frey made a motion to recommend to Onancock Town Council that the property located at 18 Market Street be rezoned from Business Downtown (B-1) to Residential, (R-1A). Commissioner Bagwell seconded the motion. Chairman Grier asked for public comment. With none, the commissioners voted on the motion. The motion passed unanimously by voice vote.

Commissioner Bagwell made a motion to adjourn. Commissioner Frey seconded the motion. The motion passed by unanimous voice vote.

The Planning Commission adjourned their meeting at 7:08 p.m.

Vice-Mayor Bloxom shared the scope of the application with Town Council. Councilmember Oswald asked for a point of order regarding the number of council members present at the meeting and was there enough in attendance to take a formal vote on this item. Vice-Mayor Bloxom shared that he is still a voting member of council even while sitting as the Vice-Mayor.

Vice-Mayor Bloxom asked if there was any public comment on this matter. With none, Councilmember Marino made a motion that the Town of Onancock approve the recommendation made by the Planning Commission on August 24, 2020 to re-zone the property at 18 Market Street from Downtown Business (B1) to Residential (R1A). Councilmember Oswald seconded the motion. The motion passed by unanimous voice vote.

- b. Resolution to Transfer East Street to VDOT - Matt Spuck, Town Manager: Mr. Spuck shared that the Resolution in council's packet is required to be read aloud and adopted by council by a formal motion. Mr. Spuck explained that this has already been recorded with the District Courts and all that is left is for council to formally adopt it. Mr. Spuck continued to state that this Resolution from VDOT allows the town to retain ownership of the road but for VDOT to take over its maintenance. This Resolution states that there are no encumbrances on the right-of-ways.

Vice-Mayor Bloxom read the Resolution aloud.

Councilmember Oswald made a motion to adopt the resolution as follows to transfer East Street in Onancock to the Secondary Route for VDOT. Councilmember Krause seconded the motion. The motion passed by unanimous voice vote.

- c. Adopt Town of Onancock Infectious Disease Preparedness and Response Plan – Matt Spuck, Town Manager: Mr. Spuck explained that the Governor has set out Emergency Temporary Standards for employers and employees in the world of COVID-19 and because we have a Police Department (which is considered High Exposure to COVID-19 risk) we are required to institute special standards for all employees whether they are in the high risk category or not. This plan needs to be adopted by August 25th and by September 25th all staff training must be completed. Mr. Spuck highlighted the fact that this policy will sunset when the Governor lifts or amends the State of Emergency.

Some council discussion centered around what classifies a department as high or medium risk as well as how the contingency plans are decided upon. Mr. Spuck shared that there will be pre-shift temperature checks as well as end of shift sanitizing efforts. Vice-Mayor Bloxom asked

about enforcing the public's need to wear a mask while in Town Hall. Mr. Spuck explained that it is difficult to enforce but that the residents seem to be doing their part. If it becomes an issue, then the town will need to move into the contingency plan guidelines by restricting public access to the building.

Councilmember Krause asked if other businesses are required to put these policies and procedures in place and if so, then could we share resources with them. Mr. Spuck said that he welcomes businesses to utilize the materials the town has already put together.

Councilmember Marino asked about the language on page 12 which talks about temperature checks and asked why it was not specific to Town Hall. Mr. Spuck explained that not everyone's workspace is in an office setting therefore it needs to be less specific.

Mr. Spuck explained for council the Family First Coronavirus Response Act (FFCRA) requirement that every employee gets 80-hours of paid time off for COVID-19 related issues which is at the expense of the town. Anyone requiring time off beyond the 80-hours will have to use their accrued paid time off.

Councilmember Oswald made a motion to adopt the Onancock Infectious Disease Plan as presented and included in the materials for the Town Council meeting of August 24, 2020 and keep the practices contained in it in place until such as Virginia's Emergency Temporary Standard is lifted or expires. Councilmember Krause seconded the motion. The motion passed by unanimous voice vote.

- d. Amended Item for DMO – Matt Spuck, Town Manager: Mr. Spuck explained that the Onancock Main Street Initiative has asked the town to become a Designated Marketing Organization (DMO) which allows the town to apply for grants and marketing programs only available to DMO's. Mr. Spuck shared that Main Street may have the resources in the future to take over this designation for the town.

Councilmember Oswald read the Resolution aloud.

Councilmember Krause made a to adopt the Resolution that was read aloud in its entirety. Councilmember Oswald seconded the motion. The motion passed by unanimous voice vote.

Council Discussion Items:

- a. Consider Onancock's Ability to Independently Declare a State of Emergency: Mr. Spuck explained to council that during the pandemic another local community was able to declare their own state of emergency which allowed them to make their own rules governing how their community would handle the pandemic and it also gave them the benefit of being able to apply for FEMA funding.

Mr. Spuck further explained that the "council discussion" section is for council to discuss potential policy changes but to not take any action on them. If so desired, council can ask that any item discussed in this section be moved to a future meeting for action.

Councilmember Marino stated that it seems extreme that any one member of the board can declare the state of emergency. Mr. Spuck clarified, explaining that one member of the board can make that declaration only after the full board is unable to do so.

Councilmember Oswald voiced her concern over the 45-days, stating that it should be sooner. Mr. Spuck explained that the 45-days had to do with the state of emergency beginning and ending.

Councilmember Marino asked if this is contingent upon the Governor declaring a state of emergency. Mr. Spuck explained that it is not. Mr. Spuck also stated that this would not trump the county's state of emergency plan. Accomack County has all of the services for emergencies such as hurricanes and at no time does the Town's state of emergency lessen the County's authority and responsibility.

Vice-Mayor Bloxom suggested that this item be discussed again when all members of the board were present.

- b. Consider the Ability to have Council Members and/or Mayor Participate in Meetings Remotely: Mr. Spuck explained that this item would allow a council member to attend up to two council meetings remotely. That member would not be a part of the quorum, but they would be able to participate and vote on items. The policy in the agenda packet is a sample for the Virginia Municipal League.

Councilmember Oswald stated that council could also decide that the council member's absence is unacceptable. Mr. Spuck stated that council could add language to that effect in their own policy.

Councilmember Krause shared that she thought that this policy was coming in front of them because of COVID-19 reasons. Mr. Spuck stated that this is above and beyond the any measures council has or will take due to the pandemic. Mr. Spuck shared that it is up to the Mayor and Council on how you choose to police their board members. Councilmember Krause asked that this item be moved to the code review section at a future meeting.

- c. Code Review:
 - i. Chapter 3 – Animals and Fowl
 - 1. Review Current Policy – Mr. Spuck shared that he is trying to create a work-flow process for council to follow for reviewing and updating Town Code. His goal was to start with two smaller chapters for council to review. After a chapter is reviewed then Mr. Spuck will get it together for council to hold a public hearing on and then the next meeting after the public hearing would be the final vote. This process is expected to take place over a three-month period.
 - 2. Review and Discuss Staff Recommendations – Councilmember Marino asked what the fine is for violating Section 3-4. Mr. Spuck stated that he plans on bringing a fee/fine schedule before council soon, sharing that we cannot be more restrictive than the State and the town is required to have certain codes

in our Town Code, but does not necessarily need to replicate state code in its entirety.

Councilmember Marino shared that currently the town does not allow for more than three female chickens but that laying hens are not the same as peeps. Councilmember Marino also asked why residents cannot have more than three when you can only purchase them in six or 12-packs. She also asked why the coop setbacks are so stringent as is the square feet required for housing the chickens.

Councilmember Oswald asked what the rule is for having three adult dogs in a house, asking how we can expect to police this scenario. Councilmember Oswald stated that the Town Code is the town's map for navigating what is acceptable in our community and what is not.

Councilmember Marino expressed concern about the dangerous animal's section, stating that there should be more steps before the animal is euthanized. Councilmember Marino suggested that the animal's owner be more involved in this process. Councilmember Oswald shared that the pet's owners are not always readily available.

Councilmember Krause asked if Onancock really wants chickens in the town limits. Councilmember Marino said yes, we do. Councilmember Marino asked if Onancock really wants horses in town. Councilmember Oswald asked why not have them. Mr. Spuck shared that there is proposed space requirements for housing horses in town.

Some additional discussion centered around allowing dogs into government buildings in town as well as adding specific language for service animals.

Mr. Spuck explained to council that Municode finally has all of the staff's changes for the recodification and that they expect to have ready for council's review by the end of September.

- ii. Chapter 4 – Bicycles
 - 1. Review and Discuss Current Policy
 - 2. Staff Recommendations Eliminating this Chapter and Adding the Limited and Required Language from Chapter 13: Motor Vehicles, Traffic, Bicycles, Golf Carts, and Other Utility Vehicles.

Councilmember Oswald stated that this section seems contradictory. Mr. Spuck explained that it is staff's recommendation that this section be eliminated. Councilmember Oswald also expressed concern that it states that no one can ride a bicycle on the sidewalks downtown. She stated that with the younger riders sometimes that is the safest place for them to ride.

Councilmember Marino asked why bicycles need to be registered with the town. Mr. Spuck shared that registering your bicycle is voluntary. Mr. Spuck also explained that this language is required via State Code and cannot be redacted. Councilmember Marino expressed her concern over the Class 4-Misdemeanor penalty cited in Section 13-17, stating that it seemed harsh. Mr. Spuck stated that this fine was promulgated by the State not the town.

d. Second COVID-19 Grant: Mr. Spuck explained that the town will be given another round of CARES Act funding from the county. The same rules for spending the funds are in place and the town's allocation is the same as before. Mr. Spuck highlighted his proposed expenditures for council's review, they are as follows:

- Payroll reserve of \$25,000 which is required comply with the rules of the FFCRA.
- Personal Protective Equipment for town staff, businesses and residents.
- The purchase of touchless thermometers to help the town comply with the town's Infectious Disease Plan which council implemented at this evening's meeting.
- Technology improvements to assist with telecommuting.
- Building improvements to be able to offer the second floor of Town Hall as a distance learning space.
- Another small business grant which will look slightly different from the last one. This grant's criteria will change so that only businesses that are open are eligible and that the business must show a 15% reduction in sales. Mr. Spuck is asking that \$30,000 be allocated for this use.

Vice-Mayor Bloxom stated that the Mayor would like to use some of the town's allocation to reimburse businesses for their PPE expenses. Vice-Mayor Bloxom shared that \$5,000 seemed reasonable for this reimbursement.

Councilmember Oswald asked that a letter to the businesses goes out soon so that they are aware of the new small business grant that will be available shortly.

Councilmember Marino expressed her concern over the fact that Town Hall is not handicap accessible which will limit those that will be able to use the distance learning space.

Public Comment:

Ms. Heidi Bak, Minister of Market Street United Methodist Church, asked the town what the tentative plan for Halloween is for this year. She stressed wanting to be able to come with some type of event for the churches and businesses in town to participate in to help make this Halloween special for the children during the pandemic. Council agreed that this is something that they would like to support. Councilmember Oswald stated that she was concerned about candy being distributed but agreed that the kids already being deprived of special events and would love to see some alternative for them.

Committee Reports:

- HRSD – Councilmember Robert Bloxom: Bob – Vice-Mayor Bloxom shared that this committee has not met yet but that they Accomack County’s petition is back on the court’s docket for the first week in October.
- Waterfront Committee – Councilmember Robert Bloxom: Vice-Mayor Bloxom shared that the committee met on August 11th the transient dockage is down 33% this year but the rest of the bookings for this season are strong. Vice-Mayor Bloxom also mentioned that they are looking into using the expanded version of Dockwa to help capture more sales as well as increase boater outreach. Lastly, Vice-Mayor Bloxom shared that the committee is working on drafting a new policy that would allow locals to tie up in our unused slips for free for short periods of time.
- Planning Commission – Councilmember Robert Bloxom: Vice-Mayor Bloxom shared that this evening’s Joint Public Hearing was there meeting for the month.
- Personnel Committee – Councilmember Catherine Krause: Councilmember Krause shared that they met to review the Onancock Infectious Disease Plan which was discussed and approved by council at tonight’s meeting.
- Strategic Planning – Mayor Fletcher Fosque: No report.

Mayor’s Report:

No report.

Town Manager’s Report:

Mr. Spuck highlighted the following items of his report:

- Wharf Ramp Project: The town has retained engineering services for this project. The first set of drawings have been created and the initial conversations about the anchoring system for the bulkhead centered around using a Platypus design which is a shorter anchoring system with plenty of strength. Using this design may limit the number of qualified contractors that will be able to bid on this project. This design is critical so that the town does not interfere with the storm drain during this project. The next steps are the permit drawings which will be sent to VMRC and the Army Corp of Engineers for approval. Their approval may take a while and could potentially slow the project down.
- Recodification – Municode is in receipt of all of the staffs suggested changes and should have a draft back to the town by the end of September.
- Town Council Email: FOIA requires that email correspondences become public record if FOIA’d. The town is looking into getting all members of council an email address with @onancock.com designation so that their private emails are not subject to the rules of FOIA.
- Internet Issues: The town has been experiencing internet issues over the past few weeks this also causes issues with our phone system. Town staff is working on improving its telecommunications services. Mr. Spuck asked that council and members of the public be patient with the Town Hall staff while they are working through these issues.
- Le Tour de Shore: This event will be taking place September 25th. Currently, the ESVA Chamber of Commerce has 235 riders signed up to participate. All riders will be observing physical distancing.

Council Comments:

Councilmember Krause thanked Mr. Spuck and Mrs. Fiege for all their hard work.

Councilmember Marino agreed with Councilmember Krause and stated that it is noticeable how much work is being accomplished at Town Hall.

Vice-Mayor Bloxom shared that in his conversations with residents in the Northeast section of town, it has come to his attention that they would appreciate more Christmas decorations being displayed on their end of town. Vice-Mayor Bloxom explained that he plans on starting a fund-raising campaign to help raise the funds necessary to increase the decorating efforts in the Northeast section of town. Councilmember Oswald asked about the budget for decorations and if that should be used for these efforts instead of fund raising. Councilmember Krause shared that the decorating committee used private donations to help fund some of the initial decorating purchases. Mr. Spuck commented on the town needing to be able to house more decorations and the future cost of caring for more decorations.

Closed Session, if needed:

None as needed.

Adjourn:

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

The meeting adjourned at 7:52 p.m. (I think it was 8:52)

Robert Bloxom, Vice-Mayor

Lisa Fiege, Deputy Clerk

STAFF REPORT

To: Town Council
Case Number: SUP 03:20
Tax Map: 85A1-10-50

Date: September 28, 2020
From: Matt Spuck

General Information

<i>Applicant</i>	Sisters 9, LLC
<i>Owner of Record</i>	Sisters 9, LLC
<i>Requested Action</i>	Proposed use of tax map parcel 85A1-10-50
<i>Location</i>	The parcel is located on the east and west sides of Ames Street, 2 nd house south of the Ames St. bridge.
<i>Parcel Area</i>	The total acreage of the parcel is unknown.
<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: 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 three (3) weeks.

STAFF REPORT (continued)

To: Town Council
Case Number: SUP 03:20
Tax Map: 85A1-10-50

Date: September 28, 2020

From: Matt Spuck

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 03:20 with the following condition:

- The owner is prohibited from renting out individual rooms within the dwelling;
- The owner accepts the limitation that no more than 6 guests may occupy the structure at any time;
- The owner understands that ample parking is provided for in the driveway for up to three vehicles and that no parking is allowed on the front lawn or on the street on either side of Ames Street on or near the property.

**PUBLIC HEARING
TOWN COUNCIL
TOWN OF ONANCOCK, VA
SEPTEMBER 28, 2020**

The Town Council for the Town of Onancock, VA will conduct a public hearing on Monday, September 28, 2020 at 7:00 p.m., to consider one (1) special use permit application for the following:

Special Use Permit application – SUP 03:20

Sister 9, LLC is requesting a special use permit to operate a homestay at 7 Ames Street in the Town of Onancock. This parcel is currently (and will remain) zoned Residential (R-1B). The Tax Map number is 85A1-10-50.

A copy of the special use permit application and staff report are available for review upon request. Questions or comments may be directed to Mr. Matthew Spuck, Town Manager, at 757-787-3363, or via email at Matt.Spuck@Onancock.com.

To stream the Public Hearing live please visit www.onancock.com and select the YouTube icon at the bottom of the homepage. This is a non-interactive, view-only streaming of the regularly scheduled Town Council of the Town of Onancock.

Questions or comments can be submitted to Matt Spuck at the above referenced email address prior to the meeting to be read on the record.

TO: Eastern Shore Post

Advertise on the following date: September 11, 2020

Authorized by: Matt Spuck, Town Manager, Town of Onancock

Bill to: Town of Onancock, VA
15 North Street, Onancock, VA 23417

Accomack County, Virginia

Tax Map #:

85A1-10-50

Parcel ID:

085A11000005000

The assessment information is obtained from the total value of these tax map numbers...

85A1-10-50

Summary**Owner's Name**

SISTERS 9 LLC

*No Data***Mailing Address**18192 ROBBINS LANE
ONANCOCK, VA 23417**Base Zoning**

Incorporated Town

Overlay Zoning**Tax District**

Subscription Only

**Sale Information**

Transfer Date:	3/7/2017 12:00:00 AM
Sales Price:	0.00000000
Grantor:	KIRKPATRICK,JO ANN C TR
Deed Reference:	2017 00827
Additional Ref:	Book
Additional Ref:	Page

Assessment Information

	2020 Assessment	Prior Assessment
Land Value	\$150,000	\$85,000
Improvement	\$140,400	\$128,400
Total Value	\$290,400	\$213,400

The assessment information is obtained from the total value of these tax map numbers...

85A1-10-50

Land

Property Class:	100-Incorporated Town	Electricity:	Subscription Only
Legal Description:	MT PROSPECT LOT 50	Gas:	Subscription Only
Land Description:	CREEK FRONT LOT	Sewer:	Subscription Only
Street Type:	Subscription Only	Water:	Subscription Only

Building

Building Type:	Subscription Only	Total Rooms:	Subscription Only
Description:	Subscription Only	Number of Bedrooms:	Subscription Only
Stories:	Subscription Only	Number of Baths:	Subscription Only
Year Built:	Subscription Only	Number of Half Baths:	Subscription Only
Finished Sq Ft:	Subscription Only	Heat Type:	Subscription Only
		Air Conditioning:	Subscription Only

Construction		Additional Data	
Foundation Type:	Subscription Only	Attic:	Subscription Only
Construction Type:	Subscription Only	Finished Attic Sq Ft:	Subscription Only
Exterior:	Subscription Only	Basement Sq Ft:	Subscription Only
Condition:	Subscription Only	Finished Basement Sq Ft:	Subscription Only
Roof Type:	Subscription Only	Attached Garage Sq Ft:	Subscription Only
Roof Material:	Subscription Only	Detached Garage Sq Ft:	Subscription Only
		Deck Sq Ft:	Subscription Only

Accomack County, Virginia

Legend

Road Labels

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

Feet



Title: Parcels

Date: 9/8/2020

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.

TOWN OF ONANCOCK

15 NORTH STREET
ONANCOCK, VIRGINIA 23417

RECEIVED

AUG 24 2020

TOWN OF ONANCOCK

SPECIAL USE PERMIT APPLICATION

Applicant's Name: SISTER 9 LLC - JOANN KIRKPATRICK

Address: 1819 2 ROBBINS LANE - ONANCOCK, VA 23417

Telephone: 757-710-2866 Date: 8-24-20

Location & Legal Description of Property Proposed*: 10 AMLES STREET - ONANCOCK, VA 23417

Joann & Johnny

No. of total guests (for homestay applicants only): 6 to 8

No. of proposed parking spaces (for homestay applicants only): 3

Parcel Number: 085A1100005000

Zoning Classification: RESIDENTIAL

Name and telephone number for local emergency contact: ONANCOCK POLICE DEPT - 757-787-8577 - Accomack County 911

Description of Proposed Use: AIR BNB 710-2866

757-710-2866

PAID
AUG 24 2020
BY: Mik #13072
150.

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

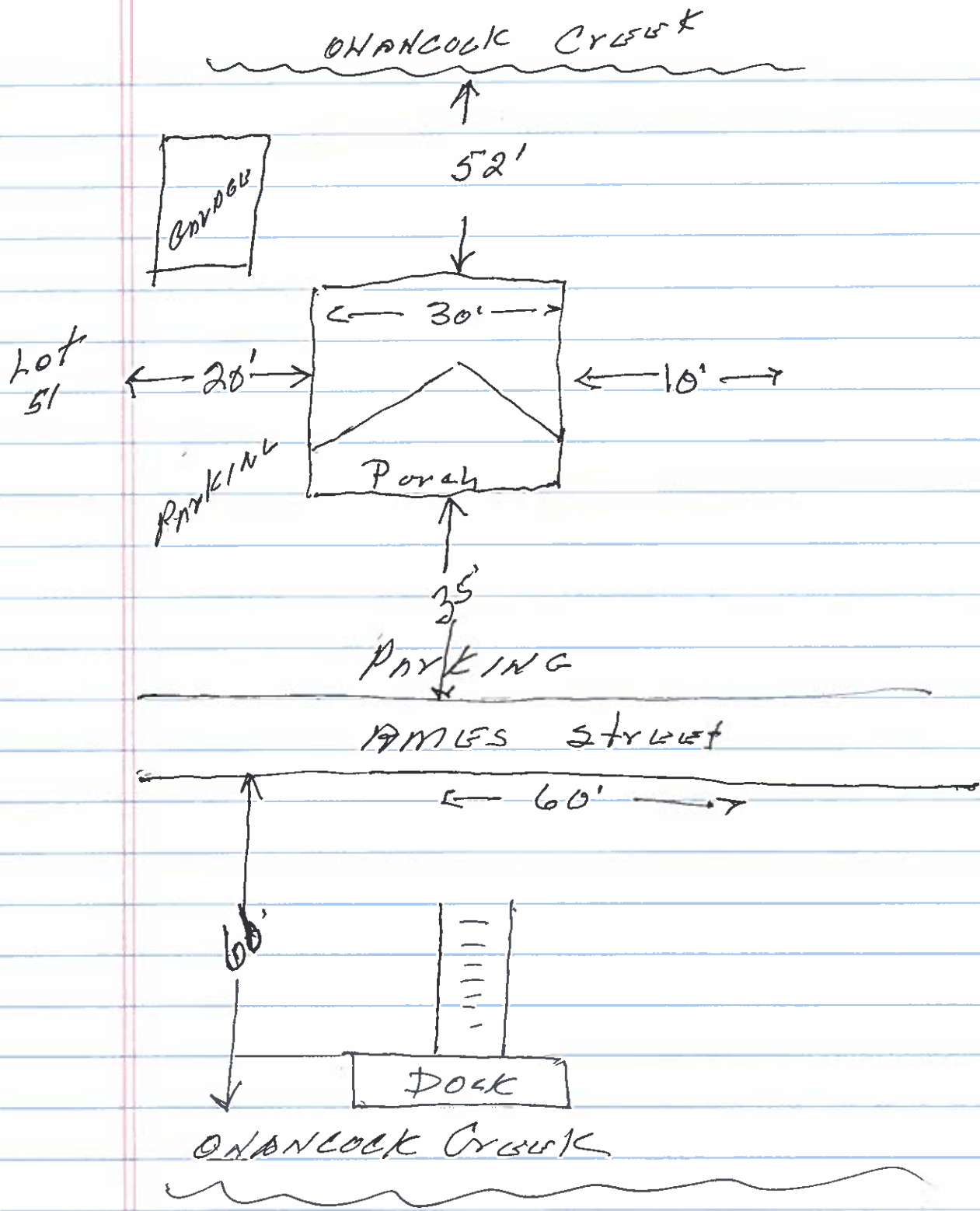


Date

***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.**

ADDENDUM A

PARCEL 1: All that certain lot or parcel of land situate on Mount Prospect in the Town of Onancock, Lee Magisterial District, Accomack County, Virginia, known as 7 Ames Street, designated as Lot No. 50 on a certain plat made by Fred E. Ruediger captioned "Mount Prospect, Ames Division", dated May 19, 1925, and being of record in the Clerk's Office for the Circuit Court of Accomack County, Virginia, in Plat Book 2, at page 98, to which said plat reference is hereby made for a more particular description of the real estate herein conveyed, and being bounded as follows: On the Northeast, by Lot No. 51, as shown on said plat; on the Southeast, by Onancock Creek, as shown on said plat; on the Southwest, by Lot No. 49, as shown on said plat; and on the Northwest, by Onancock Creek, as shown on said plat; being Parcel 5 conveyed to Jo Ann C. Kirkpatrick, Trustee of the Jo Ann C. Kirkpatrick Revocable Trust Dated May 16, 2003, which trust is unrecorded, by deed of gift from John S. Kirkpatrick, Jr. and Jo Ann C. Kirkpatrick, husband and wife, which deed is recorded in the Clerk's Office of the Circuit Court for the County of Accomack as Instrument No. 200401180. (Identified for real estate taxation purposes and none other as Tax Map No. 085A11000005000).



SEE PICTURE & ADDENDUM A

Lot # 50



c. Homestay - Homestay means a home occupation in which an individual owns a dwelling and also provides lodging in a portion thereof for temporary periods of times not to exceed 3 weeks.

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 only be permitted one (1) homestay in the Town of Onancock. *only 1*

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. *710-2866*

4. The number of overnight guests will be determined by the zoning administrator in consultation with the homeowner based on the number of bedrooms, size of the house and size of the lot subject to approval of the Town Council. *3 BR // 1 1/2 BATHROOMS*

6 guests max.

2-3 parking off street, in driveway (not on grass)

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.

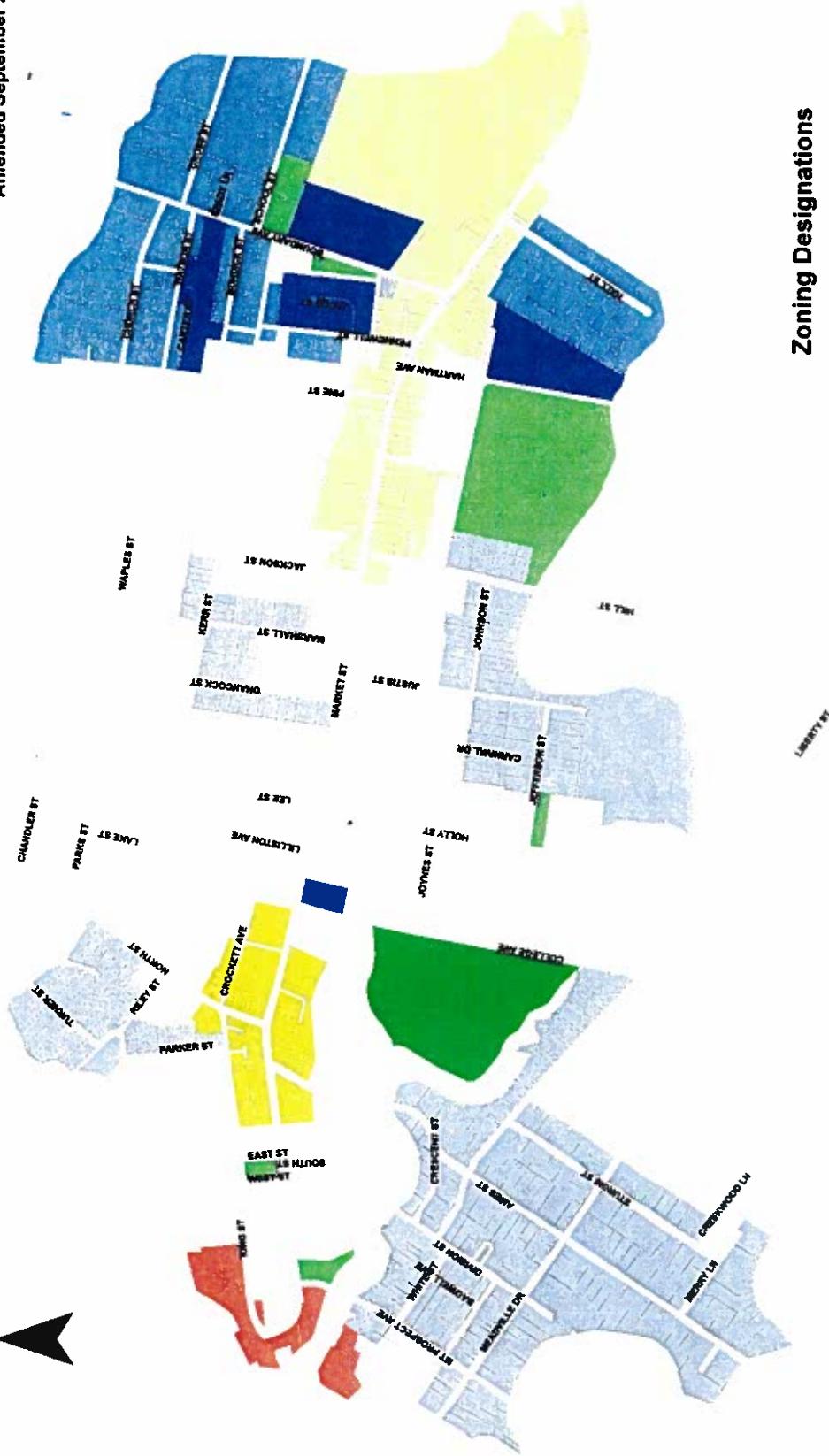
7. The special use permit may be revoked by the zoning administrator (i) in the event that three (3) or more substantiated complaints are received by the Town in a calendar year, or (ii) failure to maintain compliance with any of the regulations set forth in this section.

(Code 1989, § 24-16; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997; Ord. of 7-27-1998; Ord. of 2-27-2017, § 24-16(c))

Town of Onancock Official Zoning Map



Adopted July 28, 1997
 Amended April 24, 2002
 Amended May 28, 2003
 Amended November 24, 2003
 Amended April 23, 2007
 Amended April 28, 2008
 Amended September 22, 2008



Zoning Designations

- Residential 1A
- Residential 1B
- Residential 1C
- Residential 2
- Business Downtown B1
- Business Highway B2
- Business Waterfront BW
- Parks and Open Space POS
- Cultural, Recreational and Community Facilities

Town of Onancock

COVID Grant - Second Round

Grant Appropriation - Staff Recommendation

COVID Costs:

Thermometers and other materials for verifying safety of employees per ODP	\$ 1,000
PPE - Town employee use and distribute to local residents and businesses	\$ 2,000
Additional Small Business Grant to Reimburse for PPE and Disinfecting and Santizing (up to \$250) - First Come First Served, with Owner Attestation	\$ 5,000
Technology to improve remote work options	\$ 11,333
Reserve for 80 hours of paid sick leave required by Family First Corona Response Act and the Onancock Infectious Disease Plan (OIDP)	\$ 25,000
Building improvements to promote safety or employee/customers	\$ 25,000
Small Business Grants	
- Criteria: open for business 7/1/20-9/30/20 and 7/1/19-9/30/19, 15% revenue reduction active business license, grant amount less than drop in revenue, TOT and Meals Tax reported for all periods current on all water, sewer, meals, TOT, real and property tax accounts (or on payment plan)	\$ 37,000
	<u>\$ 106,333</u>



TOWN OF ONANCOCK

15 North Street
Onancock, VA 23417

Town Manager Report to Onancock Town Council

Period ending September 28, 2020

Town Manager

- COVID-19:
 - Town employees have been trained on Onancock Infectious Disease Plan (OIDP) adopted by Town Council at its August 24, 2020 meeting. Procedures contained began September 25, 2020, as required by the Governor's Emergency Temporary Standard.
- White Oak Project:
 - The project to care for the White Oak behind the movie theater is underway. We have agreed to stake the property lines as part of this project which will give us clear property boundaries for the Town's upcoming strategic planning. The canopy cleaning is scheduled for the week of 6/25. Other work will not take place until after the property is marked and the arborist is consulted with regards the asphalt.
- Ramp project update:
 - The permit application has been submitted. Once approved, we will begin work. This process can take anywhere from two to five months. This is critical in the timeline for this project. We cannot legally begin the sitework on the project until all permits are obtained.
 - The advertisement to bidders was placed on 9/18/20. There is a pre-bid meeting scheduled for 10/1 with sealed bids due in Town Hall by 10/8/20 at 3:00 PM. The bids will be opened at 4:00 PM on 10/8. References will be checked, and a final award will be made on 10/15/20.
- DHCD Small Business Grant:
 - As of this writing, we have submitted our letter of interest to DHCD to apply for the grant. We received a formal invitation to submit an application. Part of the application is to provide a Partnership Agreement for project administration. Main Street is interested in reviewing the agreement (which I am writing now) and if they agree to its terms, we will be able to submit the application to DHCD within a week. The grant is for up to \$15,000 for 30 businesses for technology, rent/mortgage relief.
- FEMA COVID-19 Relief Funds
 - We requested support from FEMA to help the town with project costs resulting from COVID-19. They approved our request and invited us to submit an application for funds. That application will be submitted within the week. The limit of this type of grant is \$131,000. Our application will be for less than that, in all likelihood.
- VDOT Transfers:
 - Waples
 - Requires Tar and Chip and some weed eradication
 - Because the street is short and the paving company is going to have a crew in town, they offered a deep discount to do more in town. We are investigating the best location, if any.



TOWN OF ONANCOCK

15 North Street
Onancock, VA 23417

- Our contract with Davis Disposal is up and we will need to renegotiate this multiple year contract
- Met with the County to discuss providing water to Rt 13 businesses
- I completed trainings for FOIA, FEMA, and DHCD grant processes
- I was afforded the opportunity to have a private lunch with Elaine Luria and discussed support for municipalities, lost revenue, utility billings and shut off, and additional small business needs
- Attended Planning Commission, Waterfront, OBCA, Tree Board, County Supervisors, OMSI, and HRSD meetings

Department of Public Works

- The generator at the South St pump station is failing and we are receiving quotes to repair/replace
- There is a sewer blockage in the line on Market St near the Wharf. We are investigating all options to repair this problem.
- The Bagwell pump station is being consistently blocked by disinfecting wipes that are being flushed down the toilet. Residents on that line have been approached and asked to discontinue, and the issue persists.
- Water service to the Blacksmith Shop will be in place within a week. The cost for the water used through this meter is for Council to decide.
- Water use is up significantly. A report of use from the water tower is attached.

Wharf

- Begin preparing the work to complete projects associated with BIG grant of \$40,034
- Waterfront committee is considering a recommendation to Council about use of unreserved slips.

Police Department

- We have completed a survey of police officer compensation to neighboring communities and equipment use and replacement requirements, these items will all be discussed at next month's Council meeting when the Police Department 3-year plan is presented.
- The Department was busy with calls to support other agencies, minor COVID complaints, local disturbances, assaults, group fights, auto accidents, theft, and domestic complaints.
- Training this month included safely handling high-speed pursuits.

Town of Onancock
Wharf - Financial Performance

	YEAR TO DATE			TOTAL YEAR																				
	ACTUAL THROUGH AUGUST 2020			BUDGET			LAST YEAR			BUDGET 2021			Actual 2020			Actual 2019			Actual 2018					
	Operations	Special Revenue	General Fund	Operations	Special Revenue	General Fund	Operations	Special Revenue	General Fund	Operations	Special Revenue	General Fund	Operations	Special Revenue	General Fund	Operations	Special Revenue	General Fund	Operations	Special Revenue	General Fund	Operations	Special Revenue	General Fund
Revenue																								
BOAT DOCKAGE FEES-MO	\$0		\$0	\$0		\$0	\$0		\$0		\$0	\$625		\$625	\$125		\$125	\$0		\$0		\$0		\$250
BOAT DOCKAGE FEES-TR	\$22,249		\$22,249	\$19,463		\$19,463	\$20,497		\$20,497		\$20,497	\$33,000		\$33,000	\$34,754		\$34,754	\$50,999		\$50,999		\$50,999		\$54,317
BOAT RAMP FEES	\$730		\$730	\$338		\$338	\$440		\$440		\$440	\$1,200		\$1,200	\$1,562		\$1,562	\$1,230		\$1,230		\$1,230		\$970
RAMP-ANNUAL DECAL	\$390		\$390	\$255		\$255	\$180		\$180		\$180	\$2,000		\$2,000	\$1,410		\$1,410	\$1,445		\$1,445		\$1,445		\$2,050
WHARF GASOLINE SALES	\$47,366		\$47,366	\$46,065		\$46,065	\$55,267		\$55,267		\$55,267	\$86,250		\$86,250	\$103,478		\$103,478	\$100,040		\$100,040		\$100,040		\$123,087
WHARF-OTHER	\$777		\$777	\$1,720		\$1,720	\$1,454		\$1,454		\$1,454	\$2,500		\$2,500	\$2,113		\$2,113	\$1,619		\$1,619		\$1,619		\$1,168
WHARF ELECTRIC	\$3,203		\$3,203	\$1,950		\$1,950	\$2,030		\$2,030		\$2,030	\$3,600		\$3,600	\$3,748		\$3,748	\$4,800		\$4,800		\$4,800		\$5,417
VPA GRANT	\$0		\$0	\$0		\$0	\$12,311		\$12,311		\$12,311	\$0		\$166,427	\$0		\$166,427	\$0		\$0		\$0		\$189,743
BIG GRANT	\$0		\$0	\$0		\$0	\$0		\$0		\$0	\$40,033		\$40,033	\$0		\$40,033	\$0		\$0		\$0		\$189,743
Total Revenue	\$74,716	\$0	\$74,716	\$69,791	\$0	\$69,791	\$92,179	\$0	\$92,179	\$129,175	\$206,460	\$335,635	\$147,190	\$268,693	\$377,002	\$377,002	\$377,002	\$268,693	\$268,693	\$268,693	\$268,693	\$268,693	\$268,693	\$377,002
Expenditures																								
WHARF WAGES, TAX, BENIES	\$17,314		\$17,314	\$17,793		\$17,793	\$19,596		\$19,596		\$19,596	\$57,329		\$57,329	\$60,954		\$60,954	\$53,825		\$53,825		\$53,825		\$38,484
SQUARE CC FEES	\$1,680		\$1,680	\$0		\$0	\$611		\$611		\$611	\$0		\$0	\$1,776		\$1,776	\$2,592		\$2,592		\$2,592		\$764
ELECTRIC SERVICES	\$1,260		\$1,260	\$1,740		\$1,740	\$1,198		\$1,198		\$1,198	\$6,500		\$6,500	\$4,475		\$4,475	\$5,673		\$5,673		\$5,673		\$5,594
TELEPHONE	\$47		\$47	\$0		\$0	\$0		\$0		\$0	\$600		\$600	\$460		\$460	\$529		\$529		\$529		\$448
WHARF JANITORIAL SUP	\$107		\$107	\$226		\$226	\$132		\$132		\$132	\$1,000		\$1,000	\$582		\$582	\$877		\$877		\$877		\$1,150
REPAIR & MAINTENANCE	\$451		\$451	\$833		\$833	\$271		\$271		\$271	\$5,000		\$5,000	\$2,667		\$2,667	\$7,972		\$7,972		\$7,972		\$2,964
COST OF GAS/DIESEL S	\$31,639		\$31,639	\$35,856		\$35,856	\$42,610		\$42,610		\$42,610	\$63,750		\$63,750	\$75,757		\$75,757	\$74,815		\$74,815		\$74,815		\$93,817
COST OF MERCHANDISE	\$0		\$0	\$0		\$0	\$0		\$0		\$0	\$0		\$0	\$0		\$0	\$0		\$0		\$0		\$524
OTHER OPERATING SUPP	\$2,170		\$2,170	\$1,086		\$1,086	\$1,419		\$1,419		\$1,419	\$5,528		\$5,528	\$7,220		\$7,220	\$3,121		\$3,121		\$3,121		\$5,373
ADVERTISING & DUES	\$3,150		\$3,150	\$500		\$500	\$0		\$0		\$0	\$3,000		\$3,000	\$22,007		\$22,007	\$2,854		\$2,854		\$2,854		\$2,558
CAPITAL IMPROVEMENTS	\$0		\$0	\$15,302		\$15,302	\$0		\$0		\$0	\$15,302		\$15,302	\$225,000		\$225,000	\$143,991		\$143,991		\$143,991		\$223,931
Total Expenditures	\$57,818	\$7,698	\$65,516	\$73,336	\$7,698	\$81,034	\$65,836	\$0	\$65,836	\$158,009	\$263,798	\$421,807	\$175,898	\$296,249	\$375,607	\$375,607	\$375,607	\$296,249	\$296,249	\$296,249	\$296,249	\$296,249	\$296,249	\$375,607
Excess of Revenue over Expenditu	\$16,898		\$16,898	-\$3,545		-\$3,545	\$26,343		\$26,343		-\$28,834	-\$86,172		-\$86,172	-\$28,708		-\$28,708	-\$27,556		-\$27,556		-\$27,556		\$1,395
Margin on Fuel	\$15,727		\$15,727	\$10,209		\$10,209	\$12,657		\$12,657		\$22,500			\$22,500	\$27,721		\$27,721	\$25,225		\$25,225		\$25,225		\$29,270
Revenue Less Exp. - Operations	\$16,898		\$16,898	\$11,757		\$11,757	\$14,032		\$14,032		-\$28,834	-\$28,708		-\$28,834	-\$28,708		-\$28,708	\$7,875		\$7,875		\$7,875		\$35,583

Town of Onancock
Water - Financial Performance

	YEAR TO DATE				TOTAL YEAR											
	ACTUAL THROUGH AUGUST 2020		BUDGET		LAST YEAR		BUDGET 2021		Actual 2020		Actual 2019		Actual 2018			
	Operations	Special Revenue	General Fund		Operations	Special Revenue	General Fund	Operations	Special Revenue	General Fund	Operations	Special Revenue	General Fund	Operations	Special Revenue	General Fund
Revenue																
WATER	\$56,644		\$66,644	\$55,972	\$52,855		\$344,519	\$344,519						\$323,761		\$295,745
WATER INSTALLATION	\$0		\$0	\$250	\$0		\$1,500	\$1,500						\$1,500		\$0
WATER PENALTY	\$1,055		\$1,055	\$954	\$907		\$6,600	\$6,600						\$5,490		\$6,900
TRANSFERS IN	\$0		\$0	\$0	\$0		\$0	\$0						\$122,646		\$0
Total Revenue	\$67,699	\$0	\$67,699	\$57,176	\$53,762		\$352,619	\$352,619	\$0					\$330,751		\$302,645
Expenditures																
WATER WAGES, TAX, BENEFITS	\$22,036		\$22,036	\$20,424	\$21,210		\$104,662	\$104,662						\$109,575		\$105,859
TRAINING & TRAVEL	\$0		\$0	\$0	\$0		\$717	\$717						\$28		\$0
VEHICLE REPAIR	\$86		\$86	\$167	\$0		\$1,000	\$1,000						\$1,183		\$1,888
REPAIRS & MAINT. SVC	\$5,261		\$5,261	\$560	\$4,776		\$15,000	\$15,000						\$25,166		\$9,028
WATER LEAD COPPER TEST	\$0		\$0	\$0	\$0		\$0	\$0						\$0		\$0
BILL PRINTING	\$0		\$0	\$83	\$0		\$500	\$500						\$840		\$553
ADVERTISING	\$0		\$0	\$17	\$0		\$100	\$100						\$0		\$324
ELECTRIC	\$3,028		\$3,028	\$1,819	\$1,910		\$14,500	\$14,500						\$13,251		\$11,541
POSTAGE	\$126		\$126	\$239	\$126		\$1,000	\$1,000						\$760		\$512
TELEPHONE	\$617		\$617	\$461	\$380		\$2,700	\$2,700						\$2,263		\$2,080
INSURANCE	\$0		\$0	\$0	\$0		\$0	\$0						\$0		\$0
RESERVE FOR CIP	\$0		\$0	\$4,358	\$0		\$26,150	\$26,150						\$0		\$0
DUES & MEMBERSHIPS	\$0		\$0	\$167	\$0		\$1,000	\$1,000						\$100		\$0
HEALTH DEPT. FEES	\$2,133		\$2,133	\$2,124	\$2,133		\$2,124	\$2,124						\$2,133		\$4,854
REPAIRS & MAINT.	\$0		\$0	\$0	\$0		\$5,000	\$5,000						\$4,634		\$1,192
VEHICLE FUEL	\$413		\$413	\$535	\$575		\$1,950	\$1,950						\$1,843		\$1,513
UNIFORMS	\$0		\$0	\$0	\$0		\$300	\$300						\$177		\$85
LAB SUPPLIES	\$0		\$0	\$92	\$72		\$1,500	\$1,500						\$1,446		\$969
PURIFICATION SUPPLIES	\$6,268		\$6,268	\$5,020	\$4,266		\$25,000	\$25,000						\$23,656		\$23,331
EMERGENCY REPAIRS	\$0		\$0	\$4,382	\$0		\$4,382	\$4,382						\$0		\$0
SMALL TOOLS & EQUIP	\$33		\$33	\$33	\$0		\$200	\$200						\$0		\$0
INTEREST - USDA 1070	\$9,783		\$9,783	\$0	\$49,818		\$36,945	\$36,945						\$37,707		\$0
INTEREST - USDA 47	\$430		\$430	\$36,945	\$0		\$1,622	\$1,622						\$1,656		\$0
INTEREST - VRA 2898	\$0		\$0	\$1,622	\$0		\$0	\$0						\$0		\$0
WATER SYSTEM DEBT	\$0		\$0	\$0	\$0		\$0	\$0						\$0		\$0
INTEREST	\$0		\$0	\$0	\$0		\$0	\$0						\$0		\$0
TRANSFERS TO WATER CONT.	\$0		\$0	\$0	\$0		\$0	\$0						\$0		\$0
Total Expenditures	\$50,181	\$0	\$50,181	\$74,668	\$85,265		\$246,352	\$246,352	\$0					\$321,775		\$269,232
Excess of Revenue over Expenses	\$17,518	\$0	\$17,518	-\$17,491	-\$31,503		\$106,267	\$106,267	\$0					\$132,540		\$33,413
Principle Portion of Bonds																
- USDA 1070	\$4,192		\$4,192	\$18,955	-\$18,955		\$883,733	\$883,733						\$902,688		\$0
- USDA 47	\$184		\$184	\$834	\$834		\$38,809	\$38,809						\$39,643		\$0
- VRA 2898				\$99,637	\$99,637		\$1,687,710	\$1,687,710						\$1,787,347		\$0
Revenue in Excess of Exp. and Bond Prin	\$13,142		\$13,142	-\$13,159	-\$13,159		\$2,610,252	\$2,610,252						\$2,729,678		\$0

	2020 Prin. Reduction	2021 Balance	2020 Balance
Water Bonds			
		\$883,733	\$902,688
		\$38,809	\$39,643
		\$1,687,710	\$1,787,347
Balance		\$2,610,252	\$2,729,678

Town of Onancock
Sewer - Financial Performance

	YEAR TO DATE				TOTAL YEAR									
	ACTUAL THROUGH AUGUST 2020		LAST YEAR		BUDGET		Budget 2021		Actual 2020		Actual 2019		Actual 2018	
	Operations	Special Revenue	General Fund		Operations	Special Revenue	General Fund	Operations	Special Revenue	General Fund		Operations	Special Revenue	General Fund
Revenue														
SEWER	\$181,917	\$0	\$181,917	\$153,190	\$166,306	\$0	\$153,190	\$956,119	\$0	\$956,119	\$880,718	\$903,625	\$870,183	
SEWER INSTALLATION	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,200	\$0	\$1,200	\$2,400	\$1,200	\$0	
SEWER PENALTY	\$2,143	\$0	\$2,143	\$1,841	\$1,938	\$0	\$1,841	\$13,400	\$0	\$13,400	\$12,670	\$10,979	\$13,799	
SEPTAGE	\$0	\$0	\$0	\$0	\$833	\$0	\$0	\$5,000	\$0	\$5,000	\$0	\$0	\$0	
SEPTAGE GRANT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
INTEREST	\$202	\$0	\$202	\$2,639	\$0	\$0	\$2,639	\$0	\$0	\$0	\$11,908	\$15,934	\$7,597	
DEQ GRANTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
MISC.	\$554	\$0	\$554	\$420	\$12	\$0	\$420	\$3,500	\$0	\$3,500	\$0	\$199,373	\$0	
FROM RESERVES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,260	\$3,560	
TRANSFERS IN	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total Revenue	\$184,816	\$0	\$184,816	\$158,091	\$169,088	\$0	\$158,091	\$979,219	\$0	\$979,219	\$907,696	\$1,186,207	\$895,139	
Expenditures														
SEWER WAGES, TAX, BENEFITS	\$49,903	\$0	\$49,903	\$48,729	\$48,787	\$0	\$48,729	\$246,304	\$0	\$246,304	\$248,559	\$244,800	\$241,029	
TRAINING	\$0	\$0	\$0	\$0	\$167	\$0	\$0	\$1,000	\$0	\$1,000	\$0	\$0	\$0	
VEHICLE REPAIR	\$392	\$0	\$392	\$31	\$22	\$0	\$31	\$2,000	\$0	\$2,000	\$2,813	\$2,000	\$1,006	
COLLECTION REPAIRS & MAINT.	\$25,953	\$0	\$25,953	\$8,162	\$13,166	\$0	\$8,162	\$95,947	\$0	\$95,947	\$58,492	\$100,405	\$86,751	
MEMBRANE REPLACEMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
OUTSIDE CONTRACT - TESTING	\$7,340	\$0	\$7,340	\$6,615	\$7,514	\$0	\$6,615	\$33,900	\$0	\$33,900	\$29,843	\$14,750	\$22,683	
REPAIRS & MAINT.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$0	\$1,000	\$348	\$348	\$4,040	
BILL PRINTING	\$0	\$0	\$0	\$0	\$42	\$0	\$0	\$250	\$0	\$250	\$0	\$0	\$758	
ADVERTISING	\$0	\$0	\$0	\$0	\$17	\$0	\$0	\$100	\$0	\$100	\$0	\$0	\$222	
ELECTRIC	\$16,465	\$0	\$16,465	\$12,388	\$16,148	\$0	\$12,388	\$90,000	\$0	\$90,000	\$69,047	\$87,374	\$74,772	
POSTAGE	\$126	\$0	\$126	\$239	\$239	\$0	\$239	\$1,000	\$0	\$1,000	\$527	\$748	\$500	
TELEPHONE	\$2,470	\$0	\$2,470	\$1,819	\$1,819	\$0	\$1,819	\$10,500	\$0	\$10,500	\$8,769	\$8,702	\$7,813	
INSURANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
DUES & MEMBERSHIPS	\$81	\$0	\$81	\$2,909	\$2,730	\$0	\$2,909	\$4,200	\$0	\$4,200	\$4,476	\$4,299	\$1,598	
OFFICE SUPPLIES	\$175	\$0	\$175	\$0	\$0	\$0	\$0	\$1,500	\$0	\$1,500	\$868	\$2,259	\$158	
VEHICLE FUEL	\$619	\$0	\$619	\$862	\$804	\$0	\$862	\$3,000	\$0	\$3,000	\$3,216	\$2,609	\$2,414	
UNIFORMS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300	\$0	\$300	\$98	\$177	\$85	
RESERVE FOR CAPITAL	\$0	\$0	\$0	\$0	\$1,958	\$0	\$0	\$11,750	\$0	\$11,750	\$0	\$0	\$0	
LAB SUPPLIES	\$691	\$0	\$691	\$882	\$3,542	\$0	\$882	\$6,500	\$0	\$6,500	\$1,618	\$6,501	\$1,298	
WASTEWATER DISINFECTANT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,005	\$0	
PENALTIES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
WASTEWATER CHEMICALS	\$9,616	\$0	\$9,616	\$0	\$0	\$0	\$0	\$26,000	\$0	\$26,000	\$28,295	\$31,791	\$26,135	
SAFETY EQUIPMENT	\$0	\$0	\$0	\$0	\$83	\$0	\$0	\$500	\$0	\$500	\$0	\$0	\$0	
HRSD TRANSITION COSTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$66,726	\$0	\$66,726	\$30,500	\$0	\$0	
DEPRECIATION	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
SEWER CAPITAL RESERVE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
MACHINERY & EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
OUTDOOR BUILDING	\$0	\$0	\$0	\$0	\$83	\$0	\$0	\$500	\$0	\$500	\$0	\$0	\$0	
SEPTAGE RECEIVING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
INTEREST - VRLF 900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
INTEREST - VRA 5033	\$0	\$0	\$0	\$14,589	\$66,725	\$0	\$14,589	\$0	\$0	\$0	\$0	\$0	\$0	
INTEREST - USDA 2398	\$0	\$0	\$0	\$108,060	\$36,020	\$0	\$108,060	\$55,072	\$0	\$55,072	\$56,339	\$0	\$0	
PROFESSIONAL SERVICE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total Expenditures	\$113,831	\$0	\$113,831	\$204,872	\$244,867	\$0	\$204,872	\$658,049	\$0	\$658,049	\$543,808	\$1,006,500	\$964,368	
Excess of Revenue over Expenses	\$70,985	\$0	\$70,985	\$46,781	\$75,778	\$0	\$46,781	\$321,170	\$0	\$321,170	\$363,888	\$179,707	-\$69,229	
Principle Portion of Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
- VRLF 900	\$108,060	\$0	\$108,060	\$45,000	\$216,119	\$0	\$45,000	\$1,945,075	\$0	\$1,945,075	\$2,161,194	\$2,161,194	\$2,161,194	
- VRA 5033	\$45,625	\$0	\$45,625	\$46,892	\$46,892	\$0	\$46,892	\$1,973,192	\$0	\$1,973,192	\$2,020,084	\$2,020,084	\$2,020,084	
Revenue in Excess of Exp. and Bond Principle	-\$82,700	\$0	-\$82,700	\$13,159	\$13,159	\$0	\$13,159	\$3,918,267	\$0	\$3,918,267	\$4,226,278	\$4,226,278	\$4,226,278	

Town of Onancock

Town Operations - Financial Performance

	YEAR TO DATE				BUDGET	LAST YEAR	TOTAL YEAR					
	ACTUAL THROUGH AUGUST 2020		2020				Operations	Special Revenue	General Fund	Actual 2020	Actual 2019	Actual 2018
	Operations	Special Revenue	General Fund	General Fund								
Revenue												
REAL PROPERTY	\$174		\$174	\$44	\$37	\$395,126		\$336,054	\$327,169	\$344,353		
REAL PROPERTY - REC'D > 1/1, OR PY	\$991		\$991	\$1,789	\$2,199	\$28,500		\$35,026	\$37,719	\$11,752		
REAL PROPERTY - UTILITY CO.	\$0		\$0	\$0	\$0	\$17,000		\$17,288	\$17,288	\$17,270		
PERSONAL PROPERTY	\$86,265		\$86,265	\$67,883	\$68,265	\$164,000		\$164,923	\$157,877	\$183,970		
PERSONAL PROPERTY - REC'D > 1/1 OR PY	\$376		\$376	\$1,538	\$2,067	\$17,500		\$23,513	\$18,141	\$394		
PERSONAL PROPERTY - UTILITY CO.	\$0		\$0	\$0	\$0	\$500		\$369	\$663	\$747		
PENALTIES	\$378		\$378	\$1,108	\$1,105	\$13,500		\$13,462	\$13,104	\$37,249		
PARADE	\$0		\$0	\$0	\$0	\$0		\$1,600	\$11,050	\$10,100		
LOCAL SALES TAX	\$24,256		\$24,256	\$10,037	\$15,508	\$52,500		\$81,114	\$77,255	\$72,843		
CONSUMER UTILITY TAX	\$7,766		\$7,766	\$8,228	\$7,916	\$55,000		\$52,915	\$54,710	\$55,963		
BUSINESS LICENSES	\$1,558		\$1,558	\$1,088	\$1,589	\$25,000		\$36,515	\$42,991	\$31,638		
VEHICLE DECALS	\$3,182		\$3,182	\$2,505	\$1,431	\$16,000		\$9,139	\$15,337	\$16,513		
BANK STOCK TAXES	\$0		\$0	\$0	\$0	\$27,500		\$27,207	\$37,922	\$35,787		
CELL PHONE TAX	\$13,352		\$13,352	\$13,403	\$13,291	\$82,000		\$81,315	\$84,398	\$90,582		
TRANS. OCCUPANCY TAX	\$6,574		\$6,574	\$5,067	\$4,500	\$13,000		\$11,546	\$25,530	\$15,607		
BUILDING/ZONING PERMITS	\$375		\$375	\$0	\$0	\$1,100		\$375	\$275	\$950		
MEALS TAX	\$30,017		\$30,017	\$24,227	\$33,242	\$100,000		\$137,212	\$168,341	\$155,306		
MEALS & TOT LATE FEES	\$1,470		\$1,470	\$0	\$62	\$0		\$1,389	\$5,963	\$5,200		
INTEREST	\$223		\$223	\$0	\$3,120	\$15,000		\$15,969	\$12,638	\$3,480		
RENTAL OF PROPERTY	\$2,040		\$2,040	\$1,028	\$1,000	\$12,500		\$12,160	\$125	\$385		
WATER TOWER RENTAL	\$0		\$0	\$0	\$0	\$0		\$6,850	\$6,850	\$6,850		
GRASS CUTTING	\$0		\$0	\$67	\$0	\$400		\$0	\$0	\$338		
TRASH REVENUE	\$4,980		\$4,980	\$28,462	\$12,384	\$90,000		\$39,160	\$72,417	\$74,710		
MISC.	\$512		\$512	\$4,734	\$10,460	\$8,500		\$18,781	\$14,001	\$8,410		
CARES ACT REIMBURSEMENT	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0		
CDBG GRANT	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0		
FIRE PROGRAM FUNDS	\$0		\$0	\$0	\$0	\$10,000		\$10,000	\$10,000	\$10,000		
LITTER CONTROL GRANT	\$0		\$0	\$0	\$0	\$1,031		\$814	\$370	\$370		
VA COMM OF THE ARTS	\$0		\$0	\$0	\$0	\$1,500		\$1,500	\$1,500	\$1,000		
CAPITAL RESERVE FUND	\$0		\$0	\$0	\$0	\$0		\$0	\$92,989	\$0		
GRANTS - OTHER	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0		
Total Revenue	\$184,490		\$273,139	\$171,209	\$178,177	\$1,147,157		\$1,131,656	\$1,307,286	\$1,191,767		
Expenditures												
COUNCIL WAGES, TAX, BENIES	\$2,861		\$2,861	\$2,986	\$2,940	\$15,288		\$15,051	\$15,239	\$15,286		
ADMIN WAGES, TAX, BENIES	\$38,075		\$38,075	\$45,009	\$40,142	\$210,242		\$189,491	\$191,458	\$192,902		
STREET CREW WAGES, TAX, BENIES	\$8,689		\$8,689	\$8,782	\$8,587	\$44,736		\$43,058	\$38,666	\$35,606		
COUNCIL TRAVEL	\$0		\$0	\$167	\$0	\$1,000		\$0	\$846	\$220		
COMMUNITY PROMOTION	\$1,374		\$1,374	\$1,339	\$1,261	\$12,000		\$11,302	\$11,056	\$16,201		
TOWN BEAUTIFICATION	\$0		\$0	\$0	\$0	\$1,000		\$1,648	\$832	\$575		
MAIN STREET	\$0		\$0	\$0	\$0	\$15,000		\$15,000	\$5,000	\$4,609		
ESVA TOURISM	\$0		\$0	\$0	\$0	\$4,600		\$5,381	\$4,380	\$0		
AUDIT	\$0		\$0	\$0	\$0	\$16,750		\$16,750	\$16,750	\$16,750		
BANK FEES	\$466		\$466	\$529	\$504	\$2,000		\$1,921	\$1,881	\$6,924		
PAYROLL SERVICES	\$489		\$489	\$665	\$635	\$3,500		\$3,340	\$3,908	\$3,169		
TRAINING	\$0		\$0	\$1,456	\$915	\$2,250		\$1,414	\$1,674	\$1,255		
OFFICE EQUIPMENT AND SOFTWARE	\$10,211		\$10,211	\$7,054	\$6,417	\$21,169		\$19,257	\$24,069	\$13,598		
PRINTING - VEHICLE DECALS	\$0		\$0	\$0	\$0	\$700		\$1,738	\$705	\$264		
ADVERTISING	\$118		\$118	\$668	\$721	\$2,500		\$2,695	\$2,574	\$1,411		
POSTAGE	\$259		\$259	\$697	\$349	\$5,000		\$2,505	\$3,268	\$2,890		

Town of Onancock

Town Operations - Financial Performance

	YEAR TO DATE			BUDGET	LAST YEAR	TOTAL YEAR					
	ACTUAL THROUGH AUGUST 2020					Operations	Special Revenue	General Fund	Actual 2020	Actual 2019	Actual 2018
	Operations	Special Revenue	General Fund								
TELEPHONE	\$147	\$0	\$147	\$291	\$233	\$2,028	\$1,622	\$1,882	\$2,029		
TRAVEL	\$0	\$0	\$0	\$198	\$240	\$1,500	\$1,822	\$2,146	\$1,662		
DUES & MEMBERSHIPS	\$0	\$0	\$0	\$0	\$0	\$1,500	\$897	\$1,161	\$863		
OFFICE SUPPLIES	\$639	\$0	\$639	\$1,751	\$937	\$10,000	\$5,348	\$7,920	\$13,245		
HISTORIC ONANCOCK SCHOOL	\$0	\$0	\$0	\$0	\$0	\$7,500	\$0	\$0	\$0		
MISC	\$47	\$0	\$47	\$222	\$197	\$2,200	\$2,579	\$3,006	\$4,075		
PARADE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,455	\$9,403		
TOWN ATTORNEY	\$0	\$0	\$0	\$3,500	\$1,948	\$3,500	\$1,948	\$5,940	\$6,291		
CONSULTANTS	\$0	\$0	\$0	\$1,933	\$1,080	\$5,000	\$2,794	\$3,291	\$2,018		
COURT FEES	\$0	\$0	\$0	\$179	\$60	\$250	\$84	\$0	\$141		
TOWN CODIFICATION	\$0	\$0	\$0	\$0	\$0	\$12,010	\$0	\$1,990	\$0		
VACORP	\$176	\$0	\$176	\$134	\$177	\$720	\$951	\$886	\$694		
INSURANCE - PROPERTY	\$0	\$0	\$0	\$0	\$0	\$34,508	\$25,363	\$32,918	\$36,863		
INSURANCE - VEHICLE	\$0	\$0	\$0	\$0	\$0	\$6,557	\$6,339	\$6,499	\$7,682		
SURETY BONDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
INSURANCE - PUBLIC OFFICIAL LIAB.	\$0	\$0	\$0	\$0	\$0	\$6,470	\$5,999	\$5,357	\$0		
INSURANCE - GENERAL LIABILITY	\$0	\$0	\$0	\$0	\$0	\$2,472	\$11,114	\$2,326	\$951		
INSURANCE - WORKERS COMP.	\$970	\$0	\$970	\$1,265	\$1,396	\$13,376	\$14,763	\$14,061	\$16,944		
COVID REIMBURSEMENT	\$0	\$73,195	\$73,195	\$0	\$0	\$0	\$0	\$0	\$0		
CONTRIBUTION TO FIRE DEPT.	\$0	\$0	\$0	\$0	\$0	\$25,000	\$25,000	\$22,500	\$22,500		
FIRE PROGRAM FUNDS	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000	\$10,000	\$10,000		
MOSQUITO SPRAYING	\$0	\$0	\$0	\$0	\$0	\$5,000	\$11,690	\$1,800	\$3,294		
REPAIRS & MAINT.	\$0	\$0	\$0	\$42	\$0	\$250	\$0	\$0	\$0		
MOSQUITO CHEMICALS	\$1,848	\$0	\$1,848	\$300	\$0	\$1,800	\$1,800	\$0	\$3,746		
WEED CONTROL CONTRACT	\$0	\$0	\$0	\$0	\$0	\$4,200	\$4,150	\$4,150	\$4,150		
VEHICLE REPAIR	\$0	\$0	\$0	\$357	\$217	\$2,000	\$1,215	\$838	\$806		
ELECTRICITY - STREET LIGHTS	\$3,931	\$0	\$3,931	\$3,598	\$3,036	\$30,000	\$25,314	\$24,710	\$25,502		
STREET REPAIR	\$1,283	\$0	\$1,283	\$65	\$27	\$33,750	\$14,310	\$5,069	\$11,688		
SMALL EQUIPMENT REPAIR	\$58	\$0	\$58	\$118	\$75	\$200	\$127	\$108	\$115		
UNIFORMS	\$0	\$0	\$0	\$0	\$0	\$200	\$200	\$0	\$153		
CAN LINERS	\$386	\$0	\$386	\$319	\$187	\$1,200	\$703	\$601	\$1,869		
SAFETY/STREET SIGNS	\$128	\$0	\$128	\$164	\$276	\$300	\$505	\$436	\$272		
VEHICLE MAINTENANCE	\$0	\$0	\$0	\$2,943	\$6,874	\$3,000	\$3,000	\$3,000	\$2,666		
TRASH COLLECTION	\$16,668	\$0	\$16,668	\$16,484	\$16,463	\$100,000	\$99,873	\$97,728	\$92,842		
REPAIRS & MAINT. - SOLID WASTE	\$28	\$28	\$56	\$759	\$1,013	\$1,000	\$1,336	\$1,351	\$351		
VEHICLE FUEL	\$1,264	\$0	\$1,264	\$580	\$571	\$3,000	\$2,952	\$3,949	\$2,822		
CHIPPER - REPLACEMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
ELECTRICITY - TOWN HALL & OTHER PROP	\$1,259	\$0	\$1,259	\$1,478	\$1,023	\$5,500	\$3,809	\$3,998	\$4,271		
HEATING OIL - TOWN HALL & OTHER PROP	\$0	\$0	\$0	\$0	\$0	\$3,500	\$3,169	\$4,218	\$2,666		
JANITORIAL SUPPLIES	\$31	\$0	\$31	\$275	\$242	\$1,500	\$1,320	\$400	\$926		
JANITORIAL SERVICES	\$625	\$0	\$625	\$375	\$375	\$3,250	\$3,250	\$3,250	\$3,250		
REPAIRS & MAINT. - B&G	\$876	\$0	\$876	\$783	\$989	\$6,000	\$7,577	\$5,046	\$3,326		
ELECTRICITY - HOLIDAY	\$54	\$0	\$54	\$60	\$59	\$250	\$245	\$333	\$153		
REPAIRS & MAINT. - HOLIDAY	\$0	\$0	\$0	\$0	\$0	\$700	\$107	\$161	\$766		
GRASS CUTTING CONTRACT	\$0	\$0	\$0	\$0	\$0	\$6,300	\$6,210	\$5,765	\$3,195		
ELECTRICITY - PARKS	\$326	\$0	\$326	\$257	\$215	\$1,500	\$1,257	\$1,165	\$861		
REPAIRS & MAINT. - PARKS	\$90	\$0	\$90	\$50	\$22	\$250	\$112	\$319	\$137		
SMALL EQUIPMENT REPAIR - PARKS	\$0	\$0	\$0	\$22	\$9	\$100	\$43	\$74	\$0		
PLANTING & LANDSCAPING - PARKS	\$268	\$0	\$268	\$0	\$0	\$2,550	\$831	\$1,601	\$0		
HOLIDAY DECORATIONS	\$0	\$0	\$0	\$0	\$0	\$2,500	\$6,590	\$1,077	\$11,913		

Town of Onancock

Town Operations - Financial Performance

	YEAR TO DATE			BUDGET	LAST YEAR	TOTAL YEAR					
	ACTUAL THROUGH AUGUST 2020					Operations	Budget 2021		Actual 2020	Actual 2019	Actual 2018
	Operations	Special Revenue	General Fund				Special Revenue	General Fund			
CULTURAL ENRICHMENT	\$1,250		\$1,250	\$1,083	\$1,000	\$3,250		\$3,000	\$3,000	\$2,000	
CDBG CONSULTANTS	\$409		\$409	\$0	\$0	\$0		\$0	\$0	\$0	
TRANSFERS OUT	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0	
CONTINGENCY	\$1,450		\$1,450	\$4,155	\$1,844	\$20,000		\$8,875	\$30,844	\$20,833	
BANK BUILDING LOAN	\$4,464		\$4,464	\$4,464	\$4,464	\$26,782		\$26,781	\$22,899	\$21,992	
RURAL DEVELOPMENT LOAN	\$0		\$0	\$1,172	\$0	\$0		\$4,100	\$6,701	\$6,497	
INTEREST - GO BOND	\$0		\$0	\$0	\$0	\$0		\$0	\$3,882	\$4,790	
INTEREST - CAR LOAN	\$0		\$0	\$0	\$0	\$0		\$0	\$330	\$539	
Total Expenditures	\$101,219	\$73,195	\$174,413	\$117,554	\$108,891	\$772,158	\$6,500	\$693,832	\$694,174	\$681,564	
Excess of Revenue over Expenditures	\$83,271	\$15,455	\$98,726	\$53,654	\$69,286	\$374,999	-\$2,100	\$437,824	\$613,112	\$510,203	
Wharf	\$16,898		\$9,200	-\$3,545	\$26,343	-\$28,834	-\$57,338	-\$28,708	-\$27,556	\$1,395	
Police	-\$69,614		-\$69,614	-\$66,460	-\$66,560	-\$286,727	\$0	-\$337,291	-\$272,636	-\$307,470	
Operations	\$83,271		\$98,726	\$53,654	\$69,286	\$374,999	-\$2,100	\$437,824	\$613,112	\$510,203	
Town General Fund	\$30,555	\$7,757	\$38,312	-\$16,350	\$29,069	\$59,438	-\$59,438	\$71,825	\$312,920	\$204,128	
Water	\$17,518		\$17,518			\$106,267	\$0	\$132,540	\$49,923	\$33,413	
Water Bond Principle	-\$4,376		-\$4,376			-\$119,426	\$0	-\$119,426	-\$119,426	-\$119,426	
Sewer	\$70,985		\$70,985	\$321,170	\$321,170	\$321,170	\$0	\$363,888	\$179,707	-\$69,229	
Sewer Bond Principle	-\$163,685		-\$163,685			-\$308,011	\$0	-\$308,011	-\$308,011	-\$308,011	
Town Other Governmental Fund	-\$69,558	\$0	-\$69,558			\$0	\$0	\$68,991	-\$197,807	-\$463,253	

**Town of Onancock
Water Used from Water Tower Meter**

	2017	2018	PY %	2019	PY %	2020	PY %	AVG %
January	4,276,200	5,290,700	24%	2,857,400	(46%)	6,257,600	119%	51%
February	3,155,200	3,093,000	(2%)	5,037,700	63%	4,867,100	(3%)	29%
March	3,681,000	4,393,000	19%	4,781,600	9%	5,278,500	10%	23%
April	3,470,900	4,111,000	18%	4,391,200	7%	5,006,200	14%	25%
May	3,843,600	4,043,100	5%	4,951,700	22%	5,504,500	11%	29%
June	3,762,700	4,081,300	8%	4,739,600	16%	5,495,300	16%	31%
July	7,100,500	6,033,500	(15%)	5,742,600	(5%)	5,721,000	(0%)	(9%)
August	3,697,200	4,684,700	27%	4,967,600	6%			
September	3,613,200	4,292,400	19%	4,881,300	14%			
October	4,473,800	4,914,800	10%	5,718,200	16%			
November	3,597,100	4,526,600	26%	5,849,700	29%			
December	3,958,100	4,380,100	11%	4,551,600	4%			
Total	48,629,500	53,844,200	11%	58,470,200	9%			
YTD Jan-Jul	29,290,100	31,045,600	6%	32,501,800	5%	38,130,200	17%	23%

PY%: Current year gallons versus same month prior year

AVG %: Current year gallons versus average of same month for all prior years