

**Town Council:** Ray Burger, Thelma Gillespie, Cynthia Holdren, Joy Marino, Sarah Nock and Maphis Oswald  
**Mayor:** Fletcher Fosque | **Town Manager:** Matt Spuck

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**Planning Commission**

**November 7, 2022**

**5:30 PM Council Chambers**

**Agenda**

- 1) Call to Order
- 2) Attendance/ Establish Quorum
- 3) Review meeting minutes from October 3, 2022, meeting
- 4) Rezoning application for 71 Kerr Street from R-1A to B-2
- 5) Rezoning application for 18 Market Street from R-1A to B-1
- 6) Commissioner comments
- 7) Adjourn

**Town of Onancock**  
**Planning Commission Meeting**  
**Monday, October 3, 2022**  
**5:30 PM**

**1) Call to Order**

Chairperson Schreiber called the meeting to order at 5:30 PM.

**2) Attendance/Establish Quorum**

Chairperson Schreiber, Commissioner Bagwell, Commissioner Brockmeier, Commissioner Byrd, Commissioner Frey, Commissioner Tunstall were present. Commissioner Fosque was not present. A quorum was established.

Town Manager Matt Spuck and Town Clerk Debbie Caton were present.

**3) Review and Approve meeting minutes from June 6, 2022 and August 1, 2022 meetings.**

Commissioner Bagwell moved to approve both sets of minutes. Commissioner Brockmeier seconded the motion. The vote passed with a 5-0 vote.

**4) Special Use Permit to operate a homestay at 50 Ames St.**

Katherine Fiege submitted a special use permit Homestay application. All requirements were met, and the application is compliant. Commissioner Tunstall moved to pass along the application to Town Council for a public hearing. Commissioner Frey seconded the motion. The vote passed with a 5-0 vote.

**5) Discuss Homestay ordinance, Item D, specifically.**

Town Manager Spuck explained the wrong version was submitted to Municode. This is in the process of being updated.

**Review Sign Ordinance**

Planning Commission discussed possible updates to the Sign Ordinance. Town Manager Spuck will update the ordinance with commission recommendations. The draft will be forwarded to the attorney. The Planning Commission will review any suggested changes before forwarding to a public hearing.

**6) Review of Property Maintenance Ordinance**

Planning Commission discussed updating the Property Maintenance ordinance. The current code only list definitions and does not include any expectations or violations. Town Manager Spuck will update the ordinance for review at the November 2022 meeting.

**7) Application for Rezoning**

An application was submitted to rezone Lots 13, 14 & 15 at Marshall St. Currently, the zoning is R1A. Rezoning R1A to R1B will allow houses to meet the required setbacks to build houses. Many of the contiguous properties are R1B. Commissioner Tunstall moved to recommend the zoning change. Commissioner Frey seconded the motion. The vote passed with a 5-0 vote.

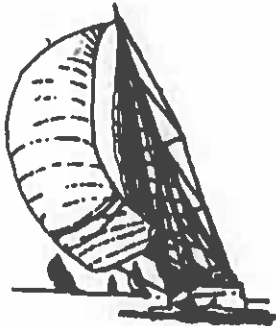
**8) Commissioner Comments**

**Town of Onancock**  
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Chairperson Schreiber suggested to follow up with the sign ordinance and property maintenance ordinance at the November 2022 meeting.

**9) Adjourn**

Commissioner Bagwell moved to adjourn the meeting. Commissioner Byrd seconded the motion. The vote passed with a 5-0 vote. The meeting adjourned at 7:15 PM.



TOWN OF ONANCOCK

15 North Street  
Onancock, VA 23417

**TOWN OF ONANCOCK  
ZONING PERMIT APPLICATION**

Tax Map Identification Number: \_\_\_\_\_

**IDENTIFICATION AND PROPERTY LOCATION**

Name of Property Owner: DIZE/JOHNSON CO

Physical Address of proposed use: 71 KERD ST

Mailing Address: 67 MARKET ST

Telephone Number: 757 787 7777 Alt/Cell: \_\_\_\_\_

Contractor: \_\_\_\_\_

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

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

**ZONING CLASSIFICATION**

R-1 Residential

**TYPE OF IMPROVEMENT/INTENDED USE**

SERVICE AND/OR RETAIL SALES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12/4/14


To Whom It May Concern;

I am writing concerning the zoning of our family property on 71 Kerr Street in Onancock. The building and its property has been used commercially since our ownership in 1950 and has been miszoned as residential this whole time along with the National Guard Armory across the street. Initially the property was occupied by C&P telephone Co and later Verizon. It was used to garage and service their vehicles, store construction inventory and had individual office spaces and meeting rooms. They vacated in approx 1990. It was then rented to BI Cast, who used it as a warehouse, retail and wholesale facility as well as serving their own vehicles. During that time, and until presently, I used the property for installing and servicing electronics in vehicles and boats. During the past 3 years, Discount Automotive has been in the rear portion of the building operating as an automotive repair facility. They were grandfathered and issued a business license by Mr. Robinetti.

We have recently leased the front section of the building to a company who plans to continue its commercial use as retail, wholesale sales facility. Parking is planned within the fenced in area accessible from Kerr Street.

I am hoping the company can obtain its business license and the zoning be grandfathered to accommodate them in a timely fashion. If this is not possible, I have prepared and am submitting an application for rezoning. Thank you for your time and consideration.

Sincerely,



Andy Dize

67 Market Street

Onancock, VA

757-787-7777

Town of Onancock, Virginia  
Application for Rezoning

Owner of Record: JENNIE CODY COLBURN DIZE Applicant of Record: WILLIAM ANDREW DIZE

Address: THE 2 MEADOWS VILLAGE DR Address: 24311 LOST GROVE RD

City, State, Zip: ONANLOCK VA 23417 City, State, Zip: ONANLOCK, VA 23417

Email: / Email: SHOREELECTRONICS@VERIZON.NET

Phone: 7577872799 Phone: 7577877777

PLEASE SEE ATTACHED LETTER

Representative: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Note: If applicant is anyone other than the owner of record, written authorization by the owner designate the applicant as the authorized agent for all matters concerning the request shall be filed with this application.

Tax Map and Parcels: EA# 085A30200A00000

Acreage: +, -, 1 ACRE Current Zoning: RESIDENTIAL

Deed Book Reference(s): 085A30200A00000

Deed Restrictions: (Y/N): Attach Copy if yes.

Location of Parcel: 71 HERR ST ONANCOCK

Requested Zoning: BUSINESS B-2 Proposed Use of Property: AUTO, MARINE,

REPAIR/SALES FACILITY; RETAIL SALES

Affidavit to Accompany Petition for Rezoning

By signing this application, the undersigned owner/applicant authorizes entry onto the property by Town Employees, the Planning Commission and the Town Council during the normal discharge of their duties in regard to this request. I/We, being duly sworn, depose and say that we are Owner/Contract Owner of the property involved in this application and that we have familiarized ourselves with the rules and regulations of the Zoning Ordinance with respect to preparing and filing this application, and that the foregoing statements and answers herein contained and any attached information to the best of our ability present the argument on behalf of the application herewith requested and that the statements and information above referred to are in all respects true and correct to the best of our knowledge.

Date: 12/3/14 Signature of Owner/Applicant: Jennie Cody Colburn Dize

Notary Public: Shirley Ann Hickman  
Notary Public

SANDI LYNN HICKMAN  
Notary Public  
Commonwealth of Virginia  
336551  
My Commission Expires Jan 31, 2015

Jan. 31 2015



**DIMENSIONS**

Number of stories 1

Square feet of new construction VIA 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)

LARGE FENCED IN PARKING AREA ON PROPERTY  
APPROX 150' X 100'

**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.

William A. Dix Date: 1/12/15  
Signature of Applicant

Approved [Signature] Denied \_\_\_\_\_

[Signature] Date: 1/12/15  
Signature of Zoning Administrator

\* Non conforming use - activity will be limited to within the existing building. [Signature]



Amen



ONANCOCK.  
1680

Town of Onancock

Application for Rezoning

Parcel Street Address: 18 Market St Parcel Tax Map I.D.: 85A2-A-68  
Current Owner Name: Janet + Fletcher Fosque  
Current Owner Address: 110 Market St Onancock, VA  
Current Owner Email: janetfosque@gmail.com  
Applicant Name: \_\_\_\_\_  
Applicant Address: same as above  
Applicant Email: \_\_\_\_\_  
Owner Telephone Number: 757 710 2028 Applicant Telephone Number: same  
Current Zoning: R-1 Requested Zoning: B-1  
Proposed use of property: Return to business use

What purpose will be served by rezoning this property: The building sits at the border of R-1 + B-1 and is aligned with the business property across the street.

If the applicant is not the current owner, written authorization by the owner designating the applicant as the authorized agent for all matters concerning this request must accompany this application.

A fee in the amount of \$150 must accompany this application. If a public hearing is held, the cost of advertising said public hearing shall be reimbursed by the applicant no matter the outcome of the application.

Janet Fosque 10/24/21

Applicant signature

Date

Town Manager signature

Date