

**Meeting Notice**

**Planning Commission Meeting**

**Tuesday**

**August 21, 2018**

**At 5:30 p.m.**

**The Onancock Planning Commission will hold a meeting at 5:30 p.m. on August 21, 2018. The meeting will be held in the Town Hall Council Chambers at 15 North Street, Onancock, VA 23417.**

**Town of Onancock , Virginia**  
**Planning Commission**  
**AGENDA**  
**August 21, 2018**  
**5:30 p.m.**

1. Call to Order and Roll Call
2. Review of the Minutes from the July 17, 2018 meeting
3. Items of Business
  - a. Selection of Vice Chairman
  - b. Site Plan Review: New cell tower in the Parks and Open Space district.
  - c. Strategic Planning
4. Public Comment
5. Adjourn

Town of Onancock, Virginia  
Planning Commission Meeting

Tuesday

July 17, 2018

5:30 P.M.

Call to Order and Roll Call:

Town Manager William Kerbin called the meeting to order at 5:35 P.M.

Commission members Larry Frey, Judith Grier, and Scott Schreiber were present. Commission member Ridgway Dunton arrived late. A quorum was established. Commission member Bill Bagwell was absent.

Residents in attendance: Mayor Fletcher Fosque and Matt Spuck.

Minutes:

Town Manager William Kerbin asked if there were any changes or additions to the April 17, 2018 minutes as presented.

A motion was made by Commission member Scott Schreiber to approve the minutes as presented. Commission member Judith Grier seconded the motion. The minutes were approved by unanimous voice vote.

Items of Business:

a. Selection of a new Chairman:

A motion was made by Commission member Scott Schreiber to name Judith Grier as Chairman. Commission member Larry Frey seconded the motion. The motion was approved by unanimous voice vote.

b. Recommendation of new Planning Commission member to Town Council:

Chairman Judith Grier read the names of individuals who expressed an interest in serving on the Planning Commission. They are Jeffery Barrett, Ed Oswald, Shyreka Riley and Matt Spuck. Chairman Grier turned the meeting over to Town Manager Kerbin for discussion.

Discussion:

Mr. Kerbin stated that the Town Council at the May 21, 2018 meeting requested that the Planning Commission provide a recommendation for one of these individuals before making an appointment. Mr. Kerbin gave a brief statement about each candidate. Chairman Grier stated that there should be a better application process in place for use in the future. Matt Spuck was present at the meeting and was asked to give a brief statement about his interest in the position and his qualifications.

Commission member Schreiber asked how many members the Planning Commission should have. Mayor Fosque stated seven members and Mr. Kerbin agreed adding that one member had to be a member of Town Council.

A point of information was made by Deputy Clerk Mariellen Mearsheimer that the commission also needed to choose a Vice-Chairman. Mayor Fosque also stated they also need an Executive Secretary according to the bylaws.

The commission members decided to wait until all members were appointed to make that decision.

Chairman Grier made a motion that the Planning Commission make a recommendation to the Town Council that Matt Spuck be the new Planning Commission member. Commission member Scott Schreiber seconded the motion. The motion was approved by unanimous voice vote.

c. Discussion of Text Amendment: Wireless Communication Facilities in Parks and Open Spaces Zoning District

Town Manager William Kerbin told commission members that Verizon has applied to put a cell tower next to the Town's water tower. Mr. Kerbin stated the Town needs an ordinance since towers are not permitted in the Parks and Open Spaces Zoning district. He also stated Verizon has drafted a text amendment for the commission to look at for discussion purposes. Mr. Kerbin also told commission members that a joint public hearing has been scheduled with the Planning Commission and Town Council for July 26, 2018 at 7:00 P.M. in Council chambers. Mayor Fosque stated that everyone should be there, a quorum is needed to order to have a hearing. Discussion followed about the order of the joint meeting. The Planning Commission will be expected to make a recommendation to the Town Council after discussion.

Commission members asked if Verizon will lease the land from the town and if the cell tower would be revenue producing. Mayor Fosque stated that we sold the rights to anything on the water tower and Verizon would be putting the cell tower outside the circle of land controlling the water tower. Town Manager Mr. Kerbin said it would be revenue producing. Chairman Grier asked if there would be a strobe light for air traffic on top of the tower and what would that do for quality of life. Mayor Fosque stated it would not be a strobe light it would be a red light. Discussion followed about set-backs, tower height and fall zones. Commission members asked how much money the Town would receive for this lease and if it was just a land lease or would the Town receive a percentage of their revenue. Mr. Kerbin stated the Town would receive \$1,000 and that the deal with Verizon was just a land lease and the Town will not receive a percentage of their revenue. Mayor Fosque stated that Verizon is not interested in going on top of the water tower. Mayor Fosque stated Verizon first needs to get the text amendment changed to allow the tower in the Parks and Open Spaces Zoning district and then apply for a special use permit.

A commission member asked what the other parks were in town and whether this change would affect those sites. Mayor Fosque stated we could always turn down any request and they would have to meet zoning and set back requirements, but we might have a hard time saying no if another company wanted to put a tower up near the water tower.

Public Comment:

None

Adjourn:

Chairman Judith Grier made a motion to adjourn. Commission member Scott Schreiber seconded the motion. The motion was approved by unanimous voice vote.

The meeting was adjourned at 6:00 P.M.

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Judith Grier, Chair

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Mariellen Mearsheimer, Deputy Clerk

# TOWN OF ONANCOCK

15 NORTH STREET  
ONANCOCK, VIRGINIA 23417

## SPECIAL USE PERMIT APPLICATION

**Applicant's Name:** Sites Unlimited, Inc., agents for Verizon Wireless

**Address:** 2004 Snead Ave, Colonial Heights, VA 23834

**Telephone:** 804-720-0326 (M)

**Date:** July, 30, 2018

**Location & Legal Description of Property Proposed\* :** Tax Map 85A2-23-C / with address of 15 North Street, Onancock, VA 23417

**No. of total guests (for homestay applicants only):** 0

**No. of proposed parking spaces, if applicable:** 0

**Parcel Number:** Tax Map 85A2-23-C

**Zoning Classification:** Parks and Open Spaces POS

**Name and telephone number for local emergency contact:** Verizon emergency NOC # is (800) 852-2671

**Description of Proposed Use:** Verizon will construct up to a 220' monopole tower with 4' lighting rod with associated ground equipment in a 40' X 40' lease area (place within existing water tank fenced compound). Access and utility easement from Hartman Ave to 40' x 40' lease area. See attached plans for full explanation of proposed tower and tower compound.

(757) 787-3363  
Phone

(757) 787-3309  
Fax

[www.onancock.com](http://www.onancock.com)  
Website

# 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.

Sites Unlimited, Inc.

*A. H. Barkings as agent for*  
*Vic. ZON Wickess*  
Signature of Applicant

*8/3/18*  
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.**

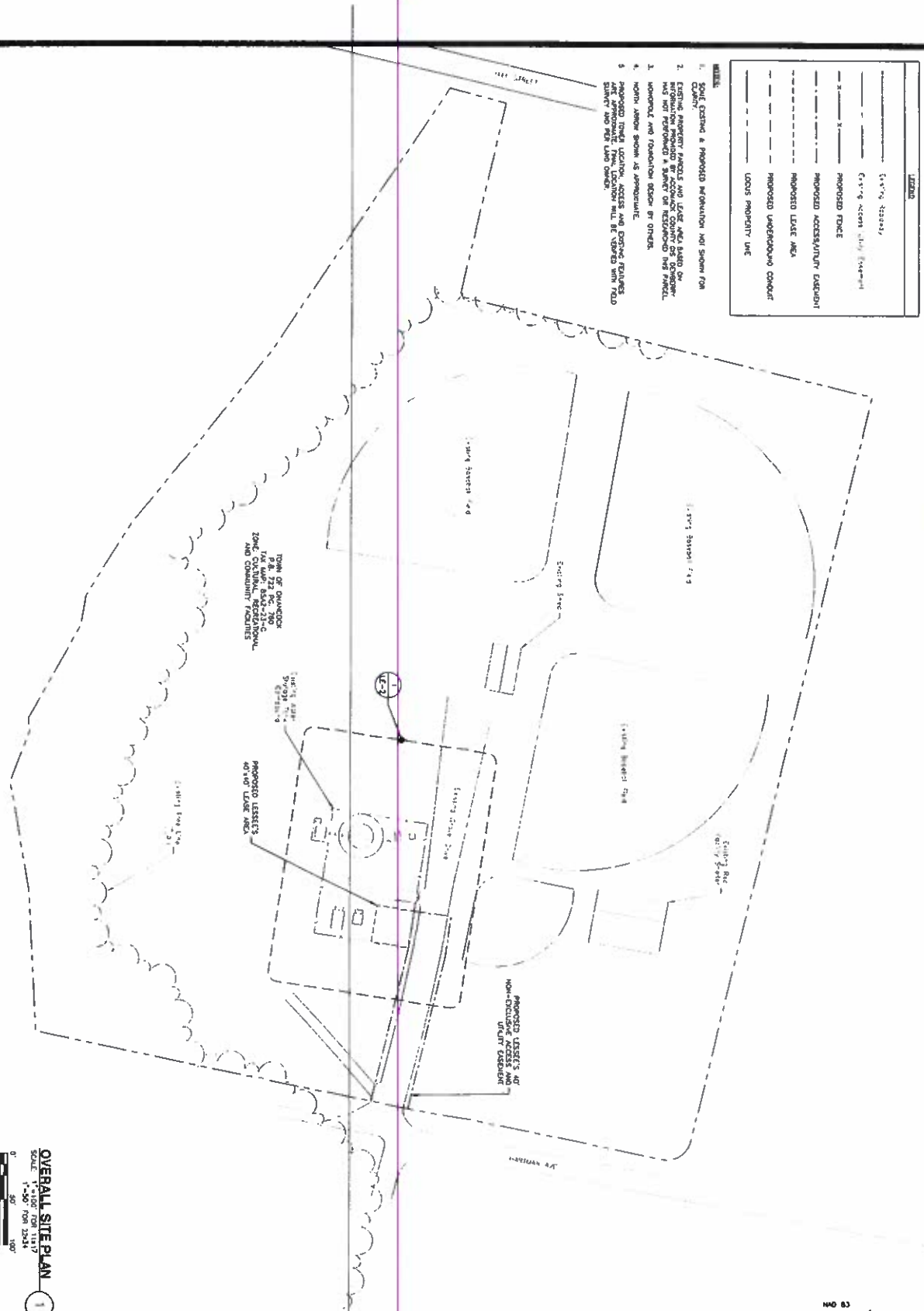
(757) 787-3363  
Phone

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Fax

[www.onancock.com](http://www.onancock.com)  
Website

LEGEND	
-----	EXIST'G STREETS
-----	EXIST'G ACCESS DRIVE
-----	PROPOSED FORCE
-----	PROPOSED ACCESSORY EASEMENT
-----	PROPOSED LEASE AREA
-----	PROPOSED UNDERGROUND CONDUIT
-----	LOCAL PROPERTY LINE

- NOTES:
1. CONDT EXCEEDS A PROPOSED INFORMATION NOT SHOWN FOR
  2. EXISTING PROPERTY LINES AND LOTS ARE SHOWN FOR INFORMATION PROVIDED BY ACCORDY COUNTY AS DEVELOPER AND NOT PERFORMED A SURVEY OF RECORD AND THIS PARCEL.
  3. MONUMENT AND FOUNDATION BLOCK BY OTHERS.
  4. NORTH ARROW SHOWN AS APPROXIMATE.
  5. PROPOSED UNDERGROUND CONDUIT, ACCESS AND EXISTING FEATURES ARE APPROXIMATE. FINAL LOCATION WILL BE VERIFIED WITH FIELD SURVEY AND FOR INFO ONLY.



OVERALL SITE PLAN  
SCALE: 1"=50' FROM 2341'  
9' 0" 50' 100'

1

ONANCOCK

LEASE EXHIBIT	

**Dewberry**  
Dewberry Engineers Inc.  
2025 Lee Park Drive, Suite 300  
Farmingdale, NY 11735  
Tel: 631-255-3000  
Fax: 631-255-3001  
www.dewberry.com

DESIGNED BY:	
REVIEWED BY:	
CHECKED BY:	
DRAWN BY:	
PROJECT NUMBER:	5000118
SITE ADDRESS:	10 HARTMAN AVE ONANCOCK, VA 23417
SHEET NO.:	1

OVERALL SITE PLAN

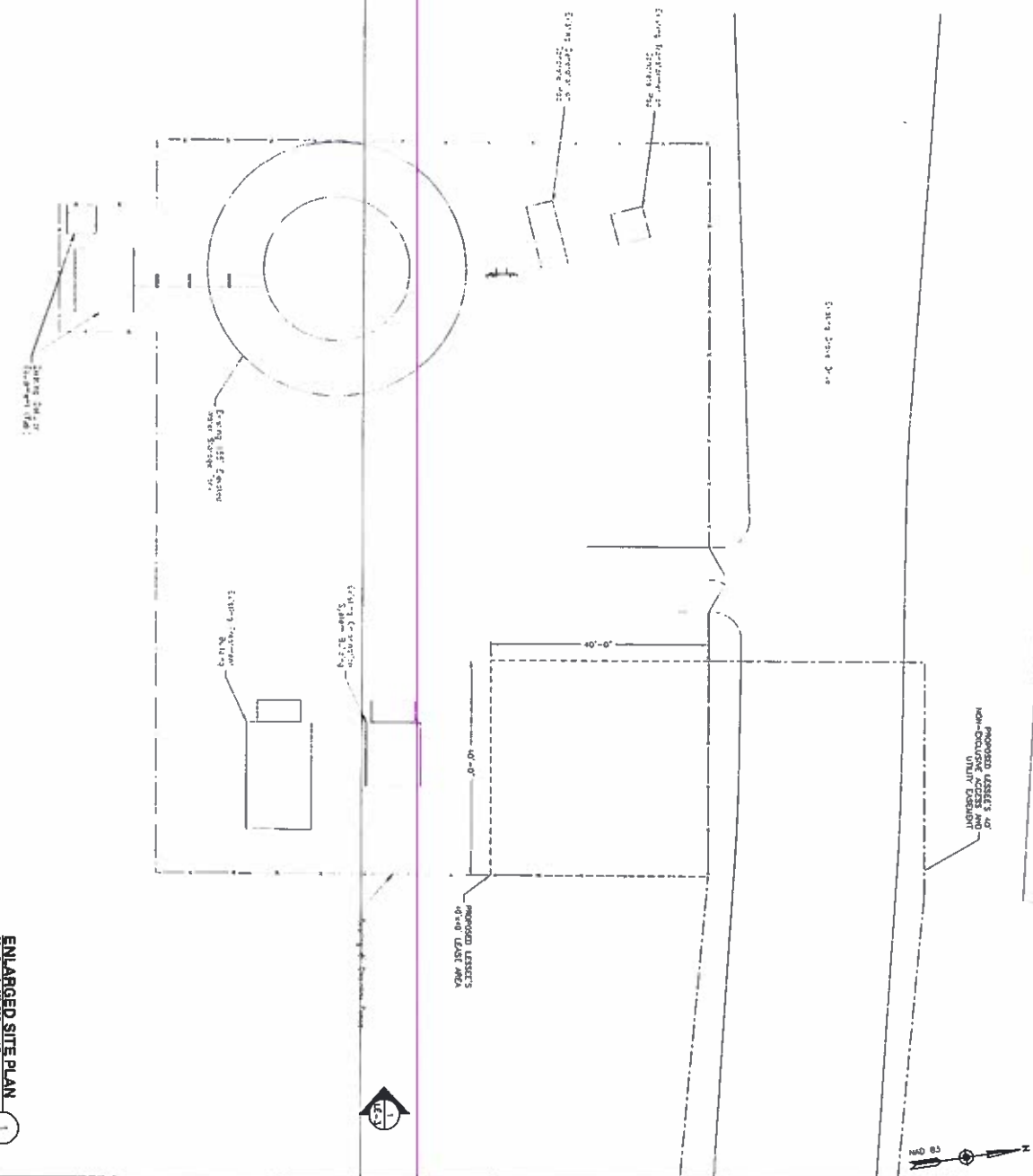
SHEET NUMBER

LE-1



LEGEND	
-----	EXISTING BOUNDARY
-----	EXISTING ACCESS DRIVE/ DRIVEWAY
-----	PROPOSED FENCE
-----	PROPOSED ACCESSORY OUTBUILDING
-----	PROPOSED LEASE AREA
-----	PROPOSED UNDERGROUND CONDUIT
-----	LOCAL PROPERTY LINE

- NOTES:
1. SHUT DOWNING & PROPOSED RECONSTRUCTION NOT SHOWN FOR CLARITY
  2. EXISTING PROPERTY PARCELS AND LOT/ AREA AND/ OR UTILITIES SHOWN BY ACCORDANCE WITH RECORD PLANS AND NOT REPRESENTED A WARRANTY OF RECORDING THIS PARCEL.
  3. NON-PROPOSED AND REMOVAL OF OTHERS BY OTHERS
  4. NORTH ARROW SHOWN AS APPROXIMATE
  5. PROPOSED DRAINAGE LOCATION, ACCESS AND EXISTING FEATURES SHOWN BY ACCORDANCE WITH RECORD PLANS AND NOT REPRESENTED A WARRANTY OF RECORDING THIS PARCEL.



**ENLARGED SITE PLAN**  
 SCALE: 1" = 40' FOR 22x34"  
 SHEET NO. 1

**ONANCOCK**

LEASE EXHIBIT	
A	05/09/18 FOR PLAIN REVIEW

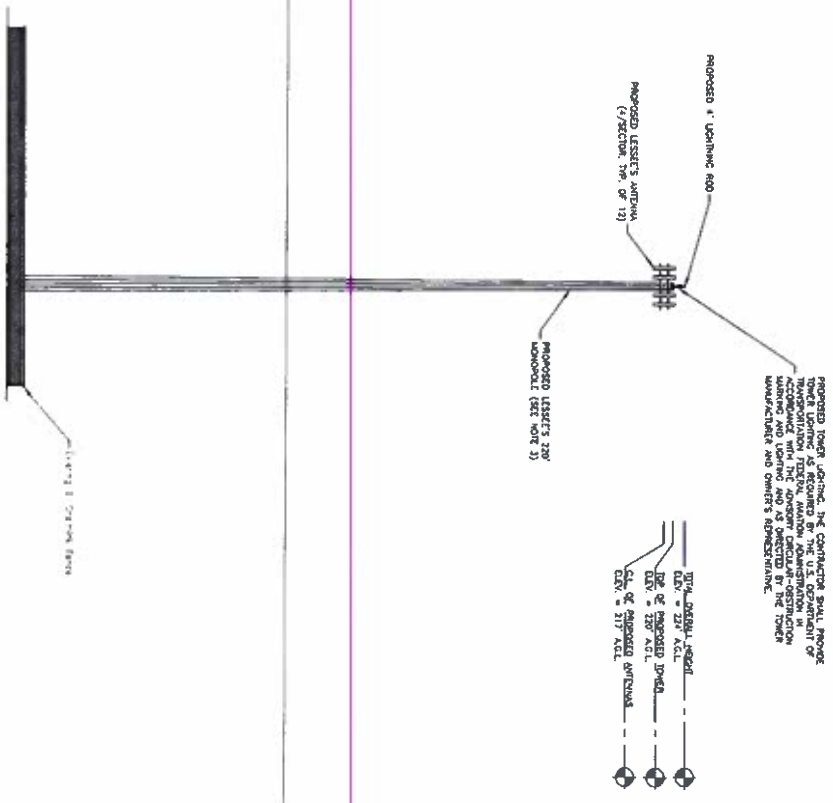
**Dewberry.**  
 Dewberry Engineers Inc.  
 200 Lake Park Drive, Suite 200  
 Cary, NC 27513  
 Phone: 919.487.2000  
 Fax: 919.487.2001  
 www.dewberry.com

DATE: \_\_\_\_\_  
 DRAWN BY: \_\_\_\_\_  
 CHECKED BY: \_\_\_\_\_  
 PROJECT NUMBER: \_\_\_\_\_  
 SITE ADDRESS: \_\_\_\_\_  
 10 HARTMAN AVE  
 ONANCOCK, VA 23417

SHEET NUMBER  
**LE-2**

LEGEND	
A.O.L.	- ABOVE GROUND LEVEL
C.L.	- CENTER LINE

- NOTES:**
1. SOME ERRORS & PROPOSED REVISIONS NOT SHOWN FOR CLARITY.
  2. EXISTING PROPERTY PARCELS AND LINES ARE BASED ON INFORMATION PROVIDED BY RECORD COUNTY DEED, DEEDBOOK AS INDICATED AND SURVEY RECORDS AND BOUNDARIES.
  3. MONOPOL AND FOUNDATION DEPTH AS SHOWN.
  4. HEIGHT ABOVE GROUND IS APPROXIMATE.
  5. PROPOSED TOWER LOCATION, ACCESS AND DETAIL DRAWINGS SHOWN ON SHEET LE-3 AND SHEET LE-4.



ONANCOCK

LEASE EXHIBIT	
A. 05/09/18 (FOR PLAN REVIEW)	

**Dewberry.**  
 University Engineers, Inc.  
 1421 Lee Street, Suite 400  
 Fairfax, VA 22031  
 Phone: 703.333.3333  
 Fax: 703.333.3334  
 www.dewberry.com

DESIGN BY:	HCS
REVIEWED BY:	BAJ
CHECKED BY:	DNA
PROJECT NUMBER:	2020118
SITE ADDRESS:	10 HARTMAN AVE ONANCOCK, VA 23417
SHEET TITLE:	ELEVATION
SHEET NUMBER:	LE-3