

**Town of Onancock**  
**Planning Commission Meeting**  
**October 7, 2024**  
**6:00 PM**

- 1) **Call to Order** – Chairperson Schreiber called the meeting to order at 6:00 PM.
- 2) **Attendance/Establish Quorum** – Commissioners T. Lee Byrd, Jake Dillon, Fletcher Fosque, Larry Frey, and Carol Tunstall were present. Chairperson Schreiber, Town Manager Matt Spuck and Town Clerk Debbie Caton were also present. A quorum was established.
- 3) **Approve minutes: August 5, 2024, meeting** – Commissioner Jake Dillon moved to approve the meeting minutes. Commissioner Carol Tunstall seconded the motion. The motion passed with a 5-0 vote.
- 4) **Public Comments** -
  - Priscilla Hart –Ms. Hart asked would the new planning commissioner be appointed tonight. Chairperson Schreiber answered no and explained the town council appoints the new commissioner. The Planning Commission’s role is to recommend a candidate.
  - Kasey Grier – Ms. Grier suggested the Liberty Street extension should be annexed by the town for the sale of residential homes.
- 5) **Rezoning Application** – Town Manager Spuck explained the house at 77 Kerr St was purchased. The new owner filled out a rezoning application as instructed by the zoning administrator. This is not correct. A special use permit is required. This application will be presented at the next meeting.
- 6) **Resolution: HRSD** – When Hampton Roads Sanitation District acquired the collection system, it was required to rezone the pump stations to Industrial Utilities (IU). This new zoning district requires ordinances. A resolution and ordinance updates have been drafted by the town’s attorney and HRSD’s attorney. These documents will need to be signed at the next town council meeting. A joint public hearing will be scheduled for Monday, October 28, 2024.
- 7) **Commissioner comments** - no comments.
- 8) **Closed Session**: Chairperson Schreiber moved to enter closed session to discuss the appointment of a commissioner to fill vacancy. Commissioner Byrd seconded the motion. The motion passed with a 5-0 vote.

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- 9) **Reenter the public session** – Commissioner moved to reenter public session and certify that only the matters mentioned in the motion to enter closed session were discussed. A roll call vote was taken:

Commissioner Byrd – yes  
Commissioner Dillon – yes  
Commissioner Fosque – yes  
Commissioner Frey – yes  
Commissioner Tunstall – yes  
Chairperson Schrieber - yes

- 10) **Commissioner action** – Commissioner Dillon moved to appoint John Labadie. Commissioner Byrd seconded the motion. The motion passed with a 5-0 vote.

- 11) **Adjourn** – Commissioner Tunstall moved to adjourn the meeting. Commissioner Frey seconded the motion. The motion passed with a 5-0 vote. The meeting adjourned at 6:48 PM.