

Commissioners: Jeffrey Adler, Katherine Grier, Cynthia Holdren, Jim McGowan, Greg Temple, Paul Weitzel
Mayor: Fletcher Fosque | **Town Manager:** Wesley Wootten

Planning Commission
Monday, August 3, 2026
6:00 PM Town Council Chambers
Agenda

1. Call to order.
2. Roll call and attendance.
3. Approve Meeting Minutes
 - Regular Meeting, July 6, 2206

New Business:

4. Consideration of STR Application – Parker St.

Old Business:

5. Discussion of the Comprehensive Plan Work
6. Public Comments
7. Adjourn

Town of Onancock
Planning Commission Regular Meeting
Monday, July 6, 2026
6:00 PM

- 1) **Call to order and roll call** – Chairperson Grier called the meeting to order at 6:00 PM and roll was called. Commissioners Cindy Holdren, Jim McGowan, Paul Weitzel and Chairperson Kasey Grier were present. Commissioner Jeff Adler attended remotely via Zoom. Commissioner Greg Temple was not present. Town Manager Wesely Wootten and Town Clerk Debbie Caton were also present. A quorum was established.
- 2) **Approval of Meeting Minutes**
 - Work Session – May 19, 2026 – Commissioner McGowan made a motion to approve the meeting minutes. Commissioner Weitzel seconded the motion. The motion passed with a 5-0 vote.
 - Work Session – June 15, 2026 – Commissioner McGowan made a motion to approve the meeting minutes. Commissioner Weitzel seconded the motion. The motion passed with a 5-0 vote.
- 3) **Public Hearing – Amendments to Zoning Map** – The public hearing opened at 6:05 PM. No public comments were received. The public hearing closed at 6:06 PM.
 - Chairperson Grier read the following motion. The Planning Commission recommends amending the Town of Onancock zoning map by amending the district maps to zone certain property containing utility facilities into the I-U zoning districts presented. Commissioner McGowan made the motion as presented. Commissioner Weitzel seconded the motion. The motion passed with a 5-0 vote.
 - Commissioner Holdren recommended the Planning Commission approve the general location, character, and extent of the public utility facilities on the properties described in the ordinance to amend the zoning ordinance for industrial utility zoning district as being substantially in accord with the adopted comprehensive plan. Commissioner McGowan seconded the motion. The motion passed with a 5-0 vote.
- 4) **Jeffrey Barrett – Staff Report** – Town Manager presented a Staff Report regarding a Short-Term Rental at 19 North Street. A joint public hearing will be scheduled with the Town Council and Planning Commission.
- 5) **Discussion – Economic Development – Paul Weitzel** – Commissioner Weitzel presented his plan for Economic Development as it pertains to the Comprehensive Plan. Discussion ensued between the Commissioners.
- 6) **Schedule Discussion with the Town Council on current Comprehensive Plan**– Chairperson Grier will present the draft Table of Contents for the Comprehensive Plan at Monday, July 27, 2026, Town Council meeting.
- 7) **Public Comments** – Jay Miller – Mr. Miller stated that becoming a municipal water system to incentivize outside the town limits is a bad idea. He stated that the controls are for water inside town limits and that incentives should instead focus on the vacant houses already located within the town.

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- 8) **Adjourn** – Commissioner McGowan made a motion to adjourn the meeting. Commissioner Holdren seconded the motion. The motion passed with a 5-0 vote. The meeting adjourned at 7:36 PM.

Kasey Grier, Chairperson

Debbie Caton, Town Clerk

+

RECEIVED

JUL 16 2026

Town of Onancock
SPECIAL USE PERMIT

PAID

BY: \$150
CC

BY: D. Caten
via email

Certain uses are not necessarily compatible with the uses traditionally associated with standard districts. If proper mitigating conditions are enacted along with the proposed exception. Such uses may be designated under special exemptions.

Associated uses are allowed in associated districts upon the issuance of a Special Use Permit.

Project Location

Street address: 11 PARKER STREET

Tax Map, Parcel ID, or GPIN: TAX MAP ID 85A2-A-35

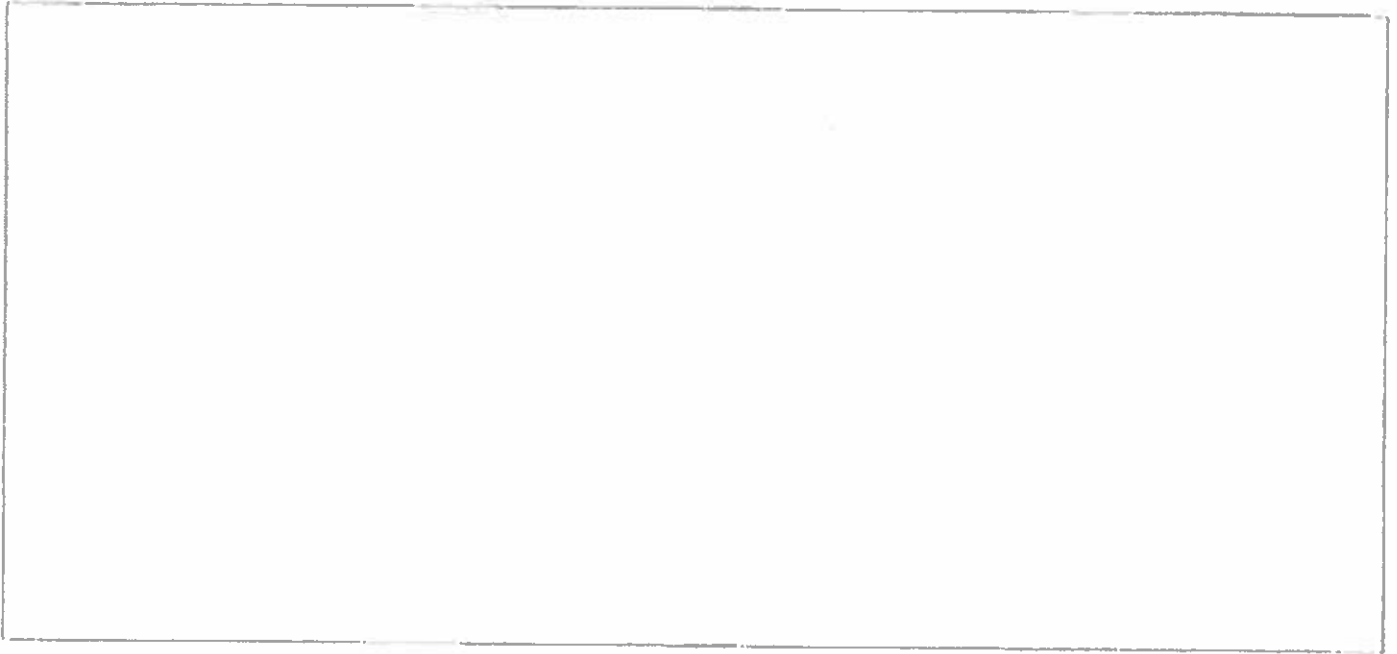
Zoning Classification: RESIDENTIAL

Current Square Feet, # of
Bedrooms, # of Bathrooms 2,846 SF, 3(or 4) BR 2 BATH

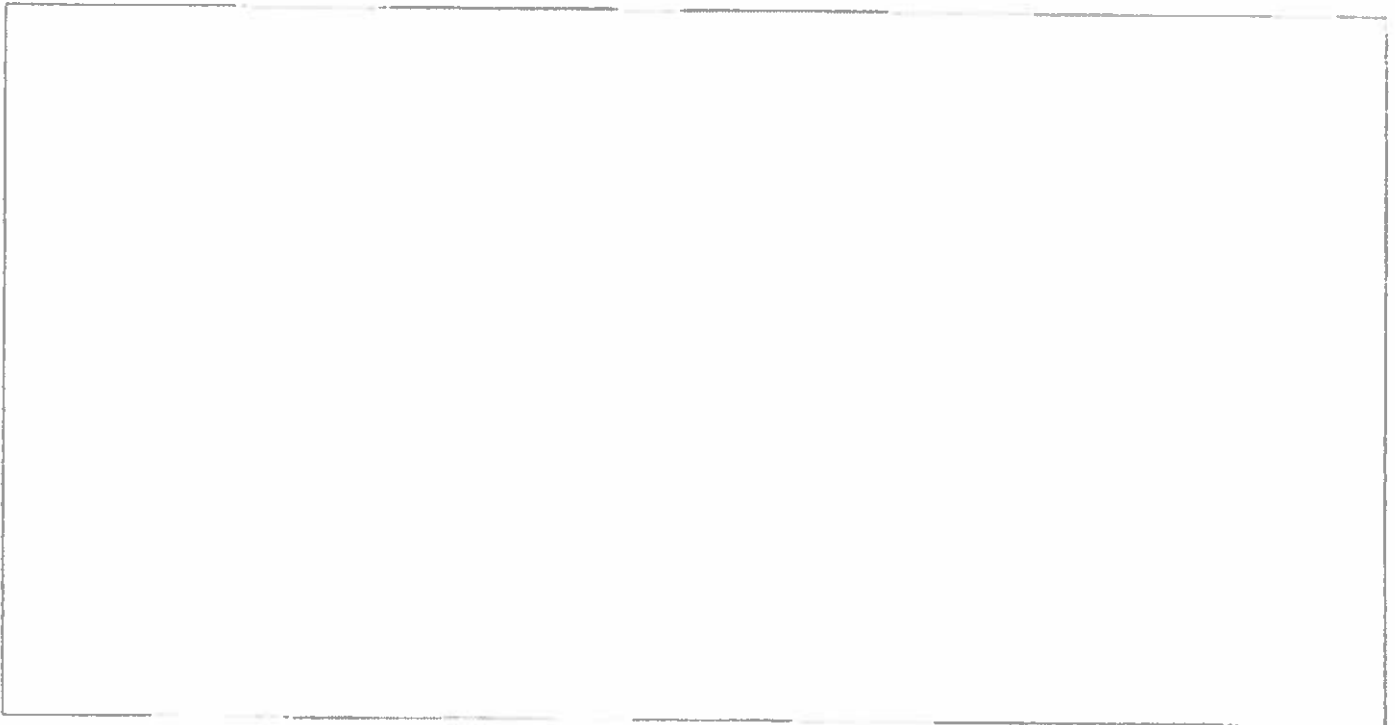
Proposed Land Use (include detail of use, hours of operation, number of employees)

SHORT TERM RENTAL

Site Plan (dimensions from all property lines to the structure include parking and landscaping)



Impact Study (traffic, noise, impact on adjacent property)



Owner Information

Firm Name: MICHAEL & ANDREA BRY Main Office No: 609-408-0651

Address: 149 LANDING ROAD, CLERMONT, NJ 08210

On-Site Supervisor: TBD Cell: _____

Business License #: _____ E-mail: _____

EIN: _____ SSN: _____

Process Completion

Check as they apply

☐	1	Form submitted and fee paid
☐	2	Planning Commission review
☐	3	Second Planning Commission Review (if denied)
☐	4	Joint public hearing with Planning Commission and Town Council
☐	5	Any conditions (detail below)
☐	6	Duration and renewal (details below)
☐	7	Need for utility connection

Conditions or mitigation to Permit.

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Duration and Renewal

1. All Special Use Permits terminate at the time of sale. All new owners must apply under the then-current ordinance.
2. For use as a short-term-rental, there is a three-year term, at which time the owner must reapply under the then-current ordinance.

Applicant Signature

Applicant Name (print): ANDREA BRY

Date: 7/16/26

Applicant Signature: Andrea Bry

For Town Use ONLY:

Permit Approval

I, _____, certify that the application and its submittals have been reviewed against current code and field verified and I approve the application for Accomack County to begin its building permit and inspection process.

Name: _____

Position Title: _____

Signature: _____

Date: _____

Jurisdiction: _____

Permit Denial

I, _____, certify that the application and its submittals have been reviewed against current code and field verified and I deny the application for the reasons detailed below.

Name: _____

Position Title: _____

Signature: _____

Date: _____

Jurisdiction: _____

Search by account, customer name or email address

1

Customer Payment Information

2

Payment Options

3

Payment Confirmation

Payment Processed Successfully

PRINT 

Thank you for making an IC E-Payment. Trusted, secure e-payments.

Please review the transaction results below.

A receipt for this transaction has been sent via email if it was previously provided.

Payment Made To:	Town of Onancock VA (757) 787-3363
Transaction Date/Time:	7/16/2026 1:22:59 PM
Payment Message:	Approved 626511
Invoice Number:	INV2026716122210237
Total Amount:	\$150.00
Name:	Andrea Bry
Address:	11 Parker St Clermont NJ 08210
Email Address:	andreabry@comcast.net
Payment Method:	Mastercard
Card Number:	XXXXXXXXXXXX5306
Payment Type:	Special Use: (1)Special Use Fee

Cloud Store Details

INV2026716122210237 Details:	I have read, understand, and agree to the above st: True
	Name: Andrea Bry
	Property Address: 11 Parker St
	Mailing Address: 149 Landing Road
	City: Clermont
	State: NJ
	Zip Code: 08210
	Phone Number: 6094080651
	Item #3: Special Use Fee



Attachment to Special Use Permit Application – 11 Parker Street

1. The entire dwelling will be used as a short-term rental.
2. There will be beds enough for 6 people, configured most likely as one king, one queen and two twin beds.
3. The maximum number of guests will be 6 people.
4. My husband and I will occupy the property as a vacation home around our bookings.
5. We intend to hire a local property manager, as recommended by our Realtor, Leslie Lewis. That person has not been identified yet. We also intend to have a local cleaning person(s) and handy-man.

Our contact information is: Michael and Andrea Bry,
149 Landing Road, Clermont, NJ 08210 (609) 408-0651.

My email address is andreaabry@comcast.net

6. There is a driveway in front of the house that could hold 3+ cars. We will limit the number of cars allowed to 3.

Impact Statement

The property known as 11 Parker Street is a two-story home on 2.5 acres. It consists of 3 bedrooms and two full baths. It is currently unoccupied and in need of renovation, (which will be applied for in a separate application, according to all local regulations.)

Relevant to this application, no modification (other than improvement) to the exterior structure, character or site will occur. The property known as 1 Turner has 3 structures along their southern property line that act as a buffer to this property. The majority of the 2+ acres lies between the house and the property to the south, known as 9 Parker, creating a natural buffer. There are trees and bushes in front of the house buffering from homes across Parker and Riley.

The maximum number of guests will be limited to 6, and cars will be limited to 3. Parking will be off street. Guests will be notified before booking that no parties, events or smoking are allowed on the property. There will notice of local noise ordinances and quiet hours.

Trash receptacles will be provided and guests will be asked to follow the town schedule for trash pick up and recycling. In the event that a guest is unable, our cleaning person or handyman will be responsible.

I or my husband would be the first point of contact for any issues. We would then contact the property manager. Also, my sister and her husband own a home at 24114 East Point Road, where they currently split their time, but hope to reside full time in the near future.

We do not anticipate any effects on the neighbors or the environment. The clientele we expect to attract are like minded people who enjoy a historic town like Onancock and the beauty of nature and the Bay.

Of course, we will comply with any requirements of the Town of Onancock regarding HOMESTAY, to include, but not limited to: business license, registry, and TOT.

Our contract for purchase is contingent of the approval of this Special Use Permit because we cannot reside at 11 Parker Street full time yet. We are in our mid 60's, but still working. We do intend to make 11 Parker our primary residence when we retire, but hosting short term guests will allow us to recoup some of the expenses related to the restoration of the property.

Please be in touch to clarify any information we have supplied, or if anything else is needed. As this application process is new to us, we really appreciate your guidance.

Sincerely,

Andrea and Michael Bry

Hannah Ayres

From: Wesley Wootten
Sent: Wednesday, July 22, 2026 8:37 AM
To: andreabry@comcast.net
Cc: Debbie Caton; Hannah Ayres
Subject: Re: Special Use Permit - 11 Parker

Good Morning Andrea,

No problem at all. We're happy to help applicants through the process.

Thank you for sending this additional information. It provides a helpful explanation of your plans for the property and addresses the questions I had regarding the proposed operation and its potential impacts.

The only remaining item I need is a basic site plan. This does not need to be professionally prepared. It just needs to be a reasonably accurate sketch showing the property boundaries, house, driveway and proposed parking spaces, approximate distances from the house to the property lines, any outdoor areas that guests may use, and the proposed trash receptacle location.

Once I receive the site plan, I will have what I need to move the application forward for review.

Best,
Wes



Wesley Wootten
Town Manager

t: 757-787-3363

e: wesley.wootten@onancock.com | w: www.onancock.com

a: 15 North Street, Onancock, 23417

From: andreabry@comcast.net <andreabry@comcast.net>
Sent: Tuesday, July 21, 2026 8:58 PM
To: Wesley Wootten <wesley.wootten@onancock.com>
Cc: Debbie Caton <debbie.caton@onancock.com>; Hannah Ayres <hannah.ayres@onancock.com>
Subject: Special Use Permit - 11 Parker

Hello Wesley,

I appreciate your help interpreting the Special Use Permit application. Since this is a first for us, we needed a bit of assistance.

I've attached the answers to the questions you had.

I'm hoping to relay to the Planning Board and Town Council our intentions for this property, 11 Parker Street.

My husband and I are in our mid 60's and currently live and work in New Jersey. We own a small tack shop in Cape May County (for horseback riding equipment).

We previously owned a lot in the Henry's Point sub-division of Accomac, which we considered building our retirement home on.

But it didn't quite feel like 11 Parker.

So, our intention is to restore the home, vacation there when we can and rent it out to recoup some of the renovation costs until we can retire and live there permanently.

My sister and her husband own 24114 east Point Road and will make that their primary residence sooner than us.

So, that's our plan!

If you have any questions, please be in touch.

I'd also like to thank Debbie and Hannah for their help and very pleasant nature in my calls to the Town Hall.

Sincerely,

Andrea Bry

609-408-0651