

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

Planning Commission
Monday, November 2, 2026
6:00 PM | Town Council Chambers
Agenda

1. Call to order
2. Roll call and attendance
3. Approve Meeting Minutes
 - Regular Meeting, October 5, 2026

New Business:

4. Discussion of response to Town Council's request for policy recommendations on water sales outside of Town limits

Old Business:

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

Town of Onancock

Planning Commission Regular Meeting

Monday, October 5, 2026

6:00 PM

1. CALL TO ORDER AND ROLL CALL

Chairperson Grier called the meeting to order at 6:00 PM. Chairperson Kasey Grier, Commissioners Cindy Holdren, Jim McGowan, Dana Simson, Greg Temple, Paul Weitzel and Town Manager Wes Wootten were present. Commissioner Jeff Adler was absent.

2. APPROVAL OF PRIOR MINUTES

Commissioner Weitzel moved to approve the August 3, 2026 regular meeting minutes. Commissioner Holdren seconded the motion. The motion passed with a 6-0 vote.

Ayes: Grier, Holdren, McGowan, Simson, Temple, Weitzel. Nays: None. Absent at vote: Adler

Commissioner McGowan moved to approve the September 14, 2026 regular meeting minutes with correction. Commissioner Temple seconded the motion. The motion passed with a 6-0 vote.

Ayes: Grier, Holdren, McGowan, Simson, Temple, Weitzel. Nays: None. Absent at vote: Adler

3. NEW BUSINESS

- None

4. OLD BUSINESS

- Progress of Comprehensive Plan – Commissioners discussed edits to the included maps, chapter 7 and chapter 8. A work session is scheduled for Monday, October 19, 2026 at 6pm.

5. PUBLIC COMMENT

- Priscilla commented on the water supply.
- Peter Hull commented that public land not well known, dredging slips, North St. landfill, steam line ticket booth, non-profit auctions, and water aquifer.
- Jay Miller commented on the water supply.

6. ADJOURNMENT

Councilmember Temple moved to adjourn and Councilmember Simson seconded. Council approved unanimously with a 6-0 vote and adjourned at 7:48pm. The next regular meeting is scheduled for Monday, November 2, 2026.

Kasey Grier, Chairperson

Autumn Chalabala, Town Clerk

Town Council: Lisa Fiege, Omar Grubb, Cindy Holdren, Sarah Nock, Ashley Pettit, and Ann Quigley
Mayor: Fletcher Fosque | **Town Manager:** Wesley Wootten

MEMORANDUM

To: Planning Commission

From: Wesley Wootten, Town Manager

Date: June 17, 2026

Re: Water Service Outside Town Limits

At a Town Council meeting in April 2026, discussion occurred regarding the provision of municipal water service to properties and developments located outside the Town limits. During that discussion, the Planning Commission was identified as the appropriate body to review the issue and provide recommendations to Town Council.

Staff has reviewed the meeting discussion and understands Council's interest to be in obtaining the Planning Commission's perspective regarding the relationship between municipal water service, growth management, annexation, and the Town's long-term development goals.

Accordingly, the Planning Commission is requested to consider the following questions:

1. How does the provision of water service outside Town limits align with the Town's vision for future growth and development?
2. Should the extension of municipal water service be used as a tool to support annexation, planned growth areas, or other community development objectives?
3. What planning considerations should guide future decisions regarding requests for water service outside Town limits?
4. How can the Town balance growth opportunities, infrastructure investments, and preservation of community character when considering service extensions?

The Commission's review should focus on broad planning and policy considerations rather than specific development proposals. The Commission is not being asked to evaluate pending projects, determine available utility capacity, establish utility rates, negotiate development agreements, or conduct engineering analyses.

Upon completion of its review, the Commission is requested to provide Town Council with a written memorandum addressing each of the questions above and setting forth the Commission's recommendations. The purpose of this memorandum is to assist Town Council in evaluating future requests for water service outside Town limits and to inform future planning efforts, including the ongoing Comprehensive Plan update.

To facilitate timely consideration by Town Council, staff requests that the Commission provide its recommendations within 90 days of receipt of this memorandum.

Please contact Town staff if additional information or assistance is needed during the Commission's review.

Sincerely,

Wes



Wesley Wootten

Town Manager

t: 757-787-3363

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

a: 15 North Street, Onancock, 23417

MEMORANDUM

D R A F T

To: Wesley Wooten, Onancock Town Manager

From: Onancock Planning Commission

Date: October 22, 2026

Re: Water Service Outside Town Limits

In response to your memorandum of June 17, 2026 (attached), the Onancock Planning Commission has examined the relationship between municipal water service, growth management, annexation, and the Town's long-term development goals. We have considered the following four questions outlined in your memorandum in drafting the policy.

Draft Town of Onancock Municipal Water Policy

1. *How does the provision of water service outside Town limits align with the Town's vision for future growth and development?*

The Town of Onancock's vision for growth and development is to have a vibrant downtown with all buildings occupied. Businesses should be located primarily on the ground floor, with residential uses above. Infill development of vacant commercial and residential vacant lots, in keeping with the existing character of the Town, is encouraged. Several larger properties within the Town limits, which are currently agricultural, may be developed for residential and commercial use according to the Onancock subdivision and zoning ordinances. The Town supports future development outside of the Town limits that benefits Onancock residents, such as health care and recreational facilities.

Provision of water service outside of the Town limits depends upon the amount of water available after all of Onancock's existing and future water needs are determined. The Town's DEQ ground water withdrawal permit allows Onancock to use 10.579 million gallons per month (mg/mo.). Onancock currently withdraws 4.500 mg/mo., leaving a potential permitted surplus of 6.1 mg/mo. However, once Onancock use 70 percent of the permitted 10.579 mg/mo. (7.405 mg/mo.), the Town will have to apply for a new permit and possibly have to drill a new well and build related treatment and storage facilities. The 7.405 mg/mo. use that will trigger a new DEQ ground water withdrawal permit, less the current 4.500

mg/mo. being withdrawn, leaves approximately 2.90 mg/mo. for future Onancock water needs.

There are approximately 90 acres of undeveloped land in Onancock. If this land were subdivided as 1/2 acre lots, 180 new homes could be developed. Using the Virginia DEQ estimate of 180 gallons per day for residential dwelling units (5,400 gallons per month), 180 new homes would require 972,000 gallons per month. Development of 1/4 acre lots would double the water required water to 1,944,000 gallons per month. Development of apartments and townhouses would greatly increase the demand per acre. For example, the approved site plan for the 27-acre Eller property at Market Street and Fairgrounds Road included 288 dwelling units, or 1,555,200 gallons per month. The by-right development of vacant properties in Onancock alone could easily exceed the 2.9 million gallons per month of permitted water available before a new DEQ permit is required.

Further work is needed to more accurately estimate the water needed for future development within and without the Town limits, including Coastal Square in Onley and the proposed Duncan Manor on Market Street, east of the Town boundary.

2. Should the extension of municipal water service be used as a tool to support annexation, planned growth areas, or other community development objectives?

Onancock should use the extension of municipal water service as a tool to support boundary adjustment/annexation, planned growth areas, and other community development objectives to the extent that surplus water is available. If surplus water is not available, potential users must pay for a larger Onancock DEQ permit and pay for any required new wells, water supply infrastructure and increased operational costs.

3. What planning considerations should guide future decisions regarding requests for water service outside Town limits?

1. First, provide for Onancock water needs within the Town limits, such as vacant commercial and residential properties, as well as new development allowed by the subdivision and zoning ordinances.

2. Second, provide for out of town water needs that directly benefit Onancock, such as health care and recreation facilities. Proposed uses that require Onancock to increase its DEQ ground water withdrawal permit shall pay for any new water system infrastructure and operational costs.

3. Third, provide water to land adjacent to the Town limits that is planned for boundary adjustment/annexation. Proposed uses that require Onancock to increase its DEQ ground water withdrawal permit shall pay for any new water system infrastructure and operational costs.

4. Fourth, provide water to nearby land development that can be accommodated with existing permitted water. Proposed uses that require Onancock to increase its DEQ ground water withdrawal permit shall pay for any new water system infrastructure and operational costs.

5. Provide water to other nearby land development if the owner is willing to pay for Onancock to increase its DEQ ground water withdrawal permit and pay for any new water system infrastructure and operational costs.

4. How can the Town balance growth opportunities, infrastructure investments, and preservation of community character when considering service extensions?

For land within the Town limits, Onancock will update its land development ordinances to ensure that new development is built to maintain Onancock's community character. This shall include, but is not limited to, building design, vehicle and pedestrian access, landscaping and open space preservation.

For land outside the Town limits, Onancock should work with Accomack County to ensure that proposed developments include requirements to maintain community character, including building design, vehicle and pedestrian access, landscaping and open space preservation.

In closing, the Onancock Planning Commission has provided this draft policy to begin the discussion on future water use. Qualified experts, including engineers and a capable public utilities attorney, will be needed to refine this policy in order to protect the Town of Onancock's interests.