

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

Planning Commission

December 4, 2023

6:00 PM Council Chambers

Agenda

- 1) Call to order
- 2) Attendance/ Establish Quorum
- 3) Approve minutes:
 - (a) August 7, 2023
 - (b) September 18, 2023
 - (c) November 6, 2023
- 4) Review and discuss parking ordinances
- 5) Public comment
- 6) Commissioner comments
- 7) Adjourn

**Town of Onancock
Planning Commission Meeting
August 7, 2023
5:30 PM**

1) Call to Order

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

2) Attendance/Establish Quorum

Chairperson Scott Schreiber, Commissioners Bill Bagwell, T. Lee Byrd, and Jake Dillon were present. Commissioner Carol Tunstall arrived at 5:40 PM. Commissioners Brandon Brockmeier and Larry Frey were not present. A quorum was established. Town Manager Matt Spuck and Town Clerk Debbie Caton were present.

3) Review meeting minutes from June 5, 2023.

Commissioner Byrd moved to approve the minutes. Commissioner Dillon seconded the motion. The motion passed with 5-0 vote.

4) Article II: District Enumeration

Commissioner Dillon moved to accept Article II: District Enumeration. Commissioner Byrd seconded the motion. The motion passed with a 5-0 vote.

5) Article II: Article VIIIA: Cultural, Recreational, and Community Facilities district

In 2008, Article VIIIA was adopted. This changed the zoning for the Historic Onancock School (HOS) from Parks and Open Spaces to Cultural, Recreational and Community Facilities. In 2021, when the Civic Plus was hired to manage the online version of the town's Code of Ordinances Article VIIIA was not part of the recodified code. This omission was inadvertent and an oversight. The Planning Commission was asked by the Town Council to revisit the ordinance and either recommend the original version be adopted or a different version that would require a Special Use Permit (SUP) for a performance venue be adopted.

Chairperson Schreiber moved to adopt Article VIIIA without Section 236 and 237.

Commissioner Byrd seconded the motion. Discussion ensued. The motion passed with a 4-1 vote.

Commissioner Bagwell – yea
Commissioner Byrd - yea
Commissioner Dillon – nay
Chairperson Schreiber – yea
Commissioner Tunstall - yea

6) For Reference: Special Use Permit – no discussion required.

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- 7) Commissioner comments –
Commissioner Byrd stated, “we’ve come a long way and the decision is now up to Town Council.”

- 8) Adjourn: Commissioner Byrd moved to adjourn the meeting. Commissioner Tunstall seconded the motion. The motion passed with a 5-0 vote.
The meeting adjourned at 5:46 PM.

**Town of Onancock
Monday, August 7, 2023
Planning Commission Meeting – 5:30 PM
Sign-In Sheet**

Name	Address	Email
Sueh Nock	1 Mill St O.	
NORMAN HAGGIE	16 HOLLY ST	

Town of Onancock
Planning Commission Public Hearing
Monday
September 18, 2023
6:00 P.M.

Call To Order and Roll Call:

Chairman Scott Schreiber called the meeting to order at 6:00 P.M.

Commission members Bill Bagwell, Brandon Brockmeier, T. Lee Byrd, Jacob Dillon, Lawrence Frey and Scott Schreiber were present. Commission member Carol Tunstall was absent. A quorum was established.

Town Manager Matt Spuck and Deputy Clerk Mariellen Mearsheimer were present.

See attendance sheet (attached) for others present at the meeting.

Public Hearing regarding Chapter 38, Article VIIIA:

Chairman Schreiber opened the Public Hearing at 6:02 P.M. and called on those signed up to speak.

Haydon Rochester resident at 39 King Street read a statement on behalf of the Friends of Onancock School (FOS) in favor of restoring Article VIIIA; Cultural, Recreational and Community Facilities District to the Town Code as originally written. Mr. Rochester provided the Planning Commission with a copy of the full statement. See attached.

Janet Rochester resident at 39 King Street spoke in favor of restoring Article VIIIA as originally written.

Mrs. Rochester provided the Planning Commission with a copy of her full comments. See attached.

Sarah Nock Town Council member and resident at 1 Market Street signed up to speak but passed on the opportunity.

Geoff Daking resident at 28 Meadville Drive stated people often move here from other places, know what we need, change things then leave after the changes. He felt the Town was being filibustered by eight to twenty-five people and the foot dragging was costing the Town. He stated it was time to put an end to it then quoted from Charles Dickens.

At this point, Chairman Schreiber asked if anyone who had not signed up to speak wanted to speak.

Greg Felthousen resident at 5 Ames Street stated he looked over the Town of Onancock's Comprehensive Plan and then read from various pages and paragraphs of the document. Key points included neighborhoods being single family residences, businesses discouraged in residential areas and public participation encouraged which he felt was not the case at the August meeting of the Planning Commission. He stated he supports adding a special use permit to Article VIIIA.

Bob Spoth resident at 10 Market Street told the Commissioners that he and some friends got together and did an informal survey of about 10% of the Town residents and based on those informal numbers felt most town residents would be in favor of the pavilion.

Patsy Felthousen resident at 5 Ames Street stated she has always supported the Historic Onancock School and the Friends of Onancock School. She said she became upset when twenty-two concerts were announced and brick and mortar for a commercial structure/venue showed up in a residential neighborhood. Mrs. Felthousen also stated that it was not enjoyable needing to hire a lawyer. She then told the Commissioners that a section of fence in her front yard had been knocked down but until a neighbor suggested it may have been deliberate never would have thought that. She then handed out papers to the Commissioners that she stated needed to be in the record of the meeting/hearing. Mrs. Felthousen did not give a copy of her handout to the Deputy Clerk which is why they are not included in the minutes.

Sarah Nock Town Council member and resident at 1 Market Street then asked Chairman Schreiber if she could speak. He agreed. She then asked if the document Mrs. Felthousen handed out to the Commission members was something the Town Council and the Town Manager knew about? Town Manager Spuck stated he knew the document and Town Council members had been given a copy. Chairman Schreiber closed the public hearing at 6:23 P.M.

Commission Discussion and Vote on Article VIII A:

Commission Chairman Schreiber asked for a motion to begin discussion.

Commission member Bagwell moved to restore Article VIII A Cultural, Recreational and Community Facilities District to the Town Code as originally written and to amend Article VIII A to include the need for a special use permit. Commissioner Dillon seconded the motion. Discussion followed.

Chairman Schreiber stated there were three facts to consider; the first being that the 2008 ordinance allowed for the performing arts. The second fact was a mistake was made getting Article VIII A into the code book. The third fact was that the Town Council approved it. He did not think a special use permit after the fact was appropriate.

Commission member Brockmeier stated he was in favor of not making any changes to Article VIII A. He said the Planning Commission puts a lot of thought into planning for the Town before making recommendations to the Town Council.

Commission member Frey agreed.

Commission member Byrd agreed.

Commission member Dillon stated he supports a special use permit added to Article VIII A as it would put protections in place to take care of what comes.

Chairman Schreiber called for the vote by roll call.

Commission member Bagwell voted yes.

Commission member Brockmeier voted no.

Commission member Byrd voted yes then changed his vote to no.

Commission member Dillon voted yes.

Commission member Frey voted no.

Chairman Schreiber voted no.

The vote was four against and two in favor of the motion. The motion failed.

Chairman Schreiber then moved that Article VIII A be restored to the Town code as originally written in 2008 and that the Planning Commission's recommendation to the Town Council stand as originally presented. Commission member Frey seconded the motion. There was no discussion.

Chairman Schreiber called for the vote by roll call.

Commission member Bagwell voted yes.

Commission member Brockmeier voted yes.

Commission member Byrd voted yes.

Commission member Dillon voted no.

Commission member Frey voted yes.

Chairman Schreiber voted yes.

The vote was five in favor and one against the motion. The motion was approved.

Adjourn:

Chairman Schreiber asked for a motion to adjourn.

Commission member Brockmeier moved to adjourn. Commission member Dillon seconded the motion.

The motion was approved by unanimous voice vote.

The meeting adjourned at 6:36 P.M.

Scott Schreiber, Chair

Mariellen Mearsheimer, Deputy Clerk

**Town of Onancock
Planning Commission Meeting
November 6, 2023
5:30 PM**

1) Call to Order

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

2) Attendance/Establish Quorum

Chairperson Scott Schreiber, Commissioners Bill Bagwell, Brandon Brockmeier, T. Lee Byrd, Larry Frey, and Carol Tunstall were present. Commissioner Jake Dillon was not present. A quorum was established. Town Manager Matt Spuck and Town Clerk Debbie Caton were present.

3) Discussion about B-1 Proposed use – Town Manager Spuck recused himself from the discussion because of a conflict of interest.

Mona Tyler presented a proposal for a vintage camper and short-term micro hotel at 23 Market St. The full proposal and photos are available in the packet posted on the town's website. (www.onancock.com)

Commissioner discussion ensued:

- Commissioner Bagwell asked if this was in fact a permitted use as hotels is defined as a building with six or more rooms not campers.
- Commissioner Frey stated hotels are not allowed to have a kitchen and in Ms. Tyler's presentation she stated the campers would have a kitchen.
- Commissioner Tunstall stated this use is not by right and therefore does not fit within the ordinance for B-1.

The consensus of the Planning Commission is that the proposed use of a micro hotel is not allowed by right as it does not fit the definition of a hotel. This proposed use is not allowed.

4) Commission review of Zoning Ordinances – Town Manager Spuck will prioritize a list for ordinances to be reviewed over the next twelve months. The parking and lot size issues will be discussed first.

5) Public Comments – Chairperson Schreiber allowed for public comments to be heard.

- Pricilla Hart – Ms. Hart asked for the planning commission to address the parking issues before the lot size issues. She encouraged shopkeepers to ask their staff to park in public spots.
- Rosemary Paparo – Ms. Paparo asked the planning commission to not consider the vintage camper proposal. She thinks the commission should not consider anything that will denigrate the town.
- Dr. Greg Felthousen – Dr. Felthousen thinks the planning commission should take serious consideration before approving the vintage campers.

**Town of Onancock
Planning Commission Meeting
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- Janet Fosque – Mrs. Fosque has concerns about the solidity of the current B-1 ordinance.
 - Sarah Nock- Ms. Nock agrees the parking issues and lot sizes should be the priority of the planning commission.
 - Dana Simson – Ms. Simson owns Imaginarium on Market St. She established her business in Onancock because of the residents and the care of the homes in town. She feels the motel notion does not work in the B-1 district. She also has concerns about the parking issues and suggested two-hour parking restrictions.
 - Tom Matthews – Mr. Matthews feels the vintage hotel would not make the town more attractive.
- 6) Commissioner comments – No comments
- 7) Adjourn – Commissioner moved to adjourn the meeting. Commissioner Frey seconded the motion. The motion passed with a 5-0 vote.

Chapter 4: PARKING

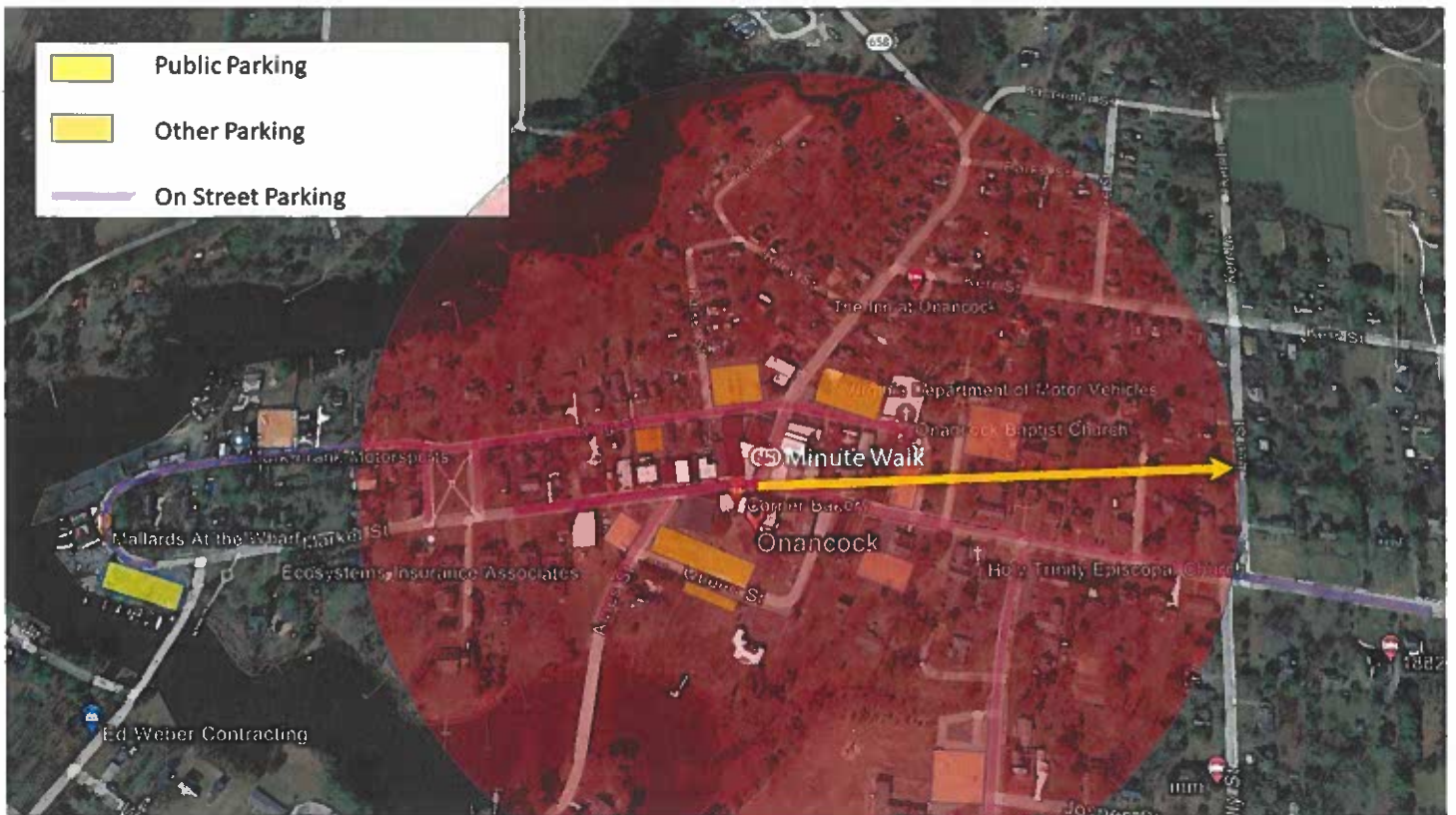
PARKING

The team prepared an evaluation of and recommendations for parking and circulation in the Town of Onancock. Most work was completed during a two-day onsite workshop with citizen stakeholders engaged in the planning process. In preparation for the two-day onsite session, the team reviewed background information, maps, and data to get an understanding of the current situation regarding parking and circulation within the Town of Onancock.

The team mapped the existing parking resources: public parking (on street and off-street) as well as private lots that could be candidates for shared parking.



This exercise revealed that most of the parking resources within the heart of the Town were located within a 5-minute walk (1/4 mile) of the intersection of Market Street and North Street, which most residents consider the center of the Town.



An inventory of the spaces within the 5-minute walk radius yields that there are 220 spaces available on-street with an additional 230 spaces in public lots, for a total of 450 spaces available. Initial observations of space occupancy indicated that for a typical day or evening that there would be adequate parking spaces within the Town center, both for existing and known planned uses.

