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

Town of Onancock

Town Council Meeting

April 24, 2023, at 7:00 p.m.

Agenda

1. Call to order and roll call.
2. Pledge of Allegiance
3. Approve minutes from March 27, 2022, meeting.
4. Public Hearings
 - a. 16 Market Street – Homestay
 - b. 35 Meadville: Fence
 - c. Article XI: Signage
 - d. 2024 Town Budget – Public Hearing
5. Public Presentation:
 - a. Friends of Onancock School: Pavilion Operations
6. Council Action
 - a. None scheduled.
7. Council discussion:
 - a. None scheduled.
8. Public Comment
9. Committee Reports
 - a. Personnel (Cindy Holdren)
 - b. Planning Commission (Brandon Brockmeier)
 - c. Waterfront (Fletcher Fosque)
10. Mayor's Report
11. Town Manager's Report
 - a. Manager's Report
 - b. Financial Report
12. Town Councilmember comment
13. Closed session, if necessary
14. Adjourn

**Town of Onancock
Town Council Meeting
Monday March 27, 2023
7:00 PM**

1) Call to order and Roll Call:

Vice- Mayor Maphis Oswald called the meeting to order at 7:00 PM and roll was called. Vice Mayor Maphis Oswald and Councilmembers Brandon Brockmeier, Ray Burger, Joy Marino, and Sarah Nock were present. Mayor Fosque and Councilmember Holdren were present via Zoom. A quorum was established. Town Manager Matt Spuck and Town Clerk Debbie Caton were also present.

2) The Pledge of Allegiance was recited.

3) Approve minutes from the February 27, 2023 meeting - Councilmember Brockmeier moved to approve the minutes. Councilmember Nock seconded the motion. The motion passed with a 5-0 vote.

4) Public Hearings

a) 51 North Street – Homestay – The public hearing opened at 7:02 PM. The homestay application meets all necessary requirements. Town Manager Spuck distributed letters to contiguous property owners. Vice Mayor Oswald asked for any public comments. There was none. The public hearing closed at 7:03 PM. Councilmember Brockmeier moved to approve the homestay application. Councilmember Burger seconded the motion. The motion passed with a 5-0 vote.

5) Public Hearings – Public Presentation

a) Onancock Residents Group (ORG) – Dr. Felthousen did a power point presentation to the Town Council and audience members to present the status and discoveries surrounding the construction of the performance pavilion. The hope is for a finalized agreement between ORG and FOS will be in place by the April 2023 town council meeting. Dr. Felthousen reported the following:

- Currently there is no back up plan for catastrophic events. This was learned after a meeting with Town Manager Spuck and Mayor Fosque. Town Manager Spuck spoke later to this point by stating the building has property insurance and the town also carries an umbrella policy.
- The schedule of events starts slow for the first two years but show an uptick with 15+ shows by year five.
- After a FOIA request to the Town of Onancock, the survey performed by Shoreline Survey outlines the foundation of the performance pavilion is built in the Resource Protection Area's (RPA). This is a 100-foot buffer from any wetlands per the Chesapeake Bay Preservation Act.

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- ORG’s suggestion is to start considering the problem (the cost of ongoing building maintenance) and start funding this problem. This will allow the process to build the performance pavilion to slow down.

Council responded to this presentation with several questions. Vice-Mayor Oswald offered the same to audience members.

Councilmember Marino made a motion to execute a stop work order at the HOS until the permitting issues are resolved. Vice- Mayor Oswald seconded the motion. The roll call vote was as follows:

Councilmember Brockmeier – no
Councilmember Burger – no
Councilmember Marino – yes
Councilmember Nock – no
Vice-Mayor Oswald – yes

The motion did not carry.

b) Hill Studios – David Hill, Landscape Architect, from Hill Studios presented a power point presentation to the Town Council and audience members with a plan to develop a Town master plan. They will assist in a lighting, wayfinding, and parking opportunities in downtown. Mr. Hill showed Hill Studio’s work from four other Virginia towns with similar needs.

Council responded to this presentation with several questions. Vice-Mayor Oswald offered the same to audience members.

6) Council Action – Appoint an at-large member to Planning Commission – Councilmember Brockmeier introduced Jake Dillion as the new member at large to Planning Commission. At the March 6, 2023 meeting, members of Planning Commission unanimously voted Mr. Dillon as a member. Councilmember Brockmeier moved for Jake Dillon to be a member at large of Planning Commission. Councilmember Nock seconded the motion. The motion passed with a 5-0 vote.

7) Council discussion:

a) 2024 Budget – post workshop questions or comments – Town Manager Spuck reviewed the first pass proposed budget from the March 15, 2023 budget workshop. The proposed budget is balanced for FY 2024 with no increase in real estate and personal property tax rates. The middle tier water consumption rates will be reduced by 10%. A public hearing

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will be advertised for the April 2023 Town Council meeting for any public comments on the FY2024 budget.

8) Public Comment –

- Janet Rochester – 39 King St – Ms. Rochester expressed her concerns about the transparency of the ORG due to continued issues with the website and other proceedings. The group does not have a Treasurer but have spent money to advertise in the Eastern Shore Post.

9) Committee Reports

- a) **Personnel Committee** – Councilmember Holdren reported the committee met in March and completed the review of personnel policy. Town Manager Spuck is editing the changes that will produce the final version. A final version will be presented to the Town Council for approval.
- b) **Planning Commission** – Councilmember Brockmeier reported the committee met in March and completed the sign ordinance. A public hearing will be advertised for the April 2023 Town Council meeting.
- c) **Waterfront Committee** – Mayor Fosque reported the committee met in March. Craig Tanner, the current Harbor Master resigned from his position on March 10, 2023. Town Manager Spuck placed a classified ad in the Eastern Shore Post advertising for a Harbor Master, Harbor Assistants and Dock Hands. Currently, there is one applicant for the Harbor Master position, and we are still looking for high school and college age applicants to fill the other positions.

10) Mayor's Report –

- Mayor Fosque was not present at the meeting because he was attending a Main Street event in Boston.
- Mayor Fosque thanked David Hill for the presentation, and he is looking forward to working with Hill Studios.
- Mayor Fosque asked Town Manager Spuck to requisition the cost of an engineer to perform an inspection on the HOS. Town Council can consider paying for these services which will then allow for potential funding of repairs.

11) Town Manager's Report –

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- HRSD commission is meeting to approve the cost of Jefferson Rd sewer laterals and mains.
- The street work on Marshall St is almost complete. Crush and run will go down this week.
- The contract terms are still being worked through for the IRF loan.
- Virginia Department of Criminal Justice Services (DCJ) awarded \$211,000 in ARPA funds to the police department for security equipment. This will be used to pay for the security cameras and a generator for the police department.

12) Town Council Comments –

- Councilmember Brockmeier – Councilmember Brockmeier thanked Jake Dillon for accepting the member at large seat on the Planning Commission. He also thanked David Hill with Hill Studios for his presentation.
- Councilmember Burger – no comment.
- Councilmember Holdren – Councilmember Holdren gave a mural project update. The first mural will begin around April 11, 2023, by muralist Seth Lubaton at 9 North Street. The theme is “natural environment.” Mr. Lubaton is encouraging anyone to stop by when he is working.
- Councilmember Marino – Councilmember Marino thanked the parade volunteers and the town staff for another successful event.
- Councilmember Nock – Councilmember Nock gave an update on the Façade Grant applications. The Committee met March 22, 2023, to review the applications. Letters will be mailed to applicants within 30 days to award the grant money.

13) Closed Session – not necessary

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14) Adjourn - Councilmember Nock moved to adjourn the meeting. Councilmember Brockmeier seconded the motion. The motion passed with a 5-0 vote. The meeting adjourned at 9:03 PM.

Vice- Mayor, Maphis Oswald

Town Clerk, Debbie Caton

6

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

April 17, 2023

Adjacent Property Owner Notification – hand delivered

Re: 16 Market Street Onancock VA 23417

Janet and Fletcher Fosque of 16 Market Street have properly submitted a Special Use Permit application to request that 16 Market Street be permitted to operate a Homestay. A Homestay is defined as a short-term rental property in which guests may rent space for no more than three weeks. These properties are commonly rented through online travel agencies such as AirBnB or VRBO but are not required to do so.

As a neighbor, we notify you of the application and invite you to speak at the April 24, 2023, Public Hearing at the normally scheduled Town Council meeting that takes place at 7:00pm in the Town Hall located at 15 North Street. This is a live meeting, and no public comment will be entertained by remote attendees. You may submit your comments to me via mail or email, if that is more convenient for you. We encourage you to share your thoughts with the Town Council to better inform them of their decision.

The application and the Staff Report are attached for your review and convenience.

The application meets the criterion required in the Town Ordinance §38-77. The Town Council makes their decision based on compliance with current ordinance and strongly considers the opinion of neighbors. Your voice is important.

If you have any questions, please feel free to contact me directly.

Many thanks,



Matt Spuck
Town Manager
Matt.Spuck@Onancock.com

STAFF REPORT

16 Market Street, Onancock, VA 23417

To: Town Council
Case Number: SUP 2023:4:01
Tax Map: 85A1-A-50

Date: April 24, 2023

From: Matt Spuck

General Information

<i>Applicant</i>	Janet and Fletcher Fosque
<i>Owner of Record</i>	Janet and Fletcher Fosque
<i>Requested Action</i>	Special Use Permit for Homestay at 16 Market St.
<i>Location</i>	16 Market St., Onancock, VA 23417
<i>Existing Land Use</i>	The parcel is currently zoned R-1A, Residential 1A.
<i>Adjacent Land Use</i>	The surrounding properties are designated R-1A and B-1

Analysis

The applicant is requesting a permit to use three bedrooms and two bathrooms of the home as a Homestay. There is sufficient on-site, off-street parking. The owners intend to be on-site during any short-term rental. The application meets the criterion of §38-77 of the Onancock Town Code. The closest operating Homestays are located on King Street which are well outside the required spacing buffer required between Homestay properties. The owners do not own any other Homestay properties in Onancock. Adjacent Property Notifications were hand delivered to each abutting property as required by §38-497.

Conclusion

The Planning Commission reviewed the application. It is the staff's opinion that the application is consistent with intent found within the Town Code section 38-77.

Suggested Motion

Mr. Mayor, I move to approve SUP 2023:04:01 with the following requirements:

- Up to six guests may occupy the Homestay at any one time.
- All guests must park in the off-street spaces provided.
- The owner agrees with the terms of §38-77.
- The owner agrees to file Transient Occupancy Tax reports quarterly, as required by §16-72 through §16-81, even if there is no revenue to report.
- The owner agrees to provide the Town with any online travel agent used to list the property for rent as a Homestay.

RECEIVED
BY: _____

MAR 27 2023

TOWN OF ONANCOCK

15 NORTH STREET
ONANCOCK, VIRGINIA 23417

SPECIAL USE PERMIT APPLICATION

Applicant's Name: Janet + Fletcher Fosque

Address: 16 Market St

Telephone: 757 710 2028 Date: 3-25-2023

Location & Legal Description of Property Proposed*: 16 Market St

Residence - Creek Front Lot
Primary home for Fletcher + Janet

No. of total guests (for homestay applicants only): 6

No. of proposed parking spaces (for homestay applicants only): 3

Parcel Number: 085A1-A-50

Zoning Classification: R-1

Name and telephone number for local emergency contact: Janet Fosque
710-2028

Description of Proposed Use: Homestay - guests will have
access to 3 bedrooms that can
accommodate 2 persons each
and 2 full bathrooms -
1 ensuite and 1 shared
by 2 bedrooms.

plenty of space to park on the
property.

The owners will almost always
be in the home when guests are
staying there, as their private

(757) 787-3363
Phone

(757) 787-3309
Fax

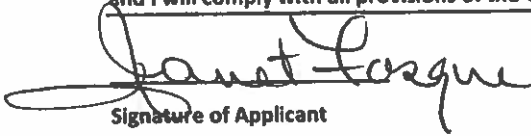
www.onancock.com
Website

areas are in a different
part of the house.

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.


Signature of Applicant

3-25-2023
Date

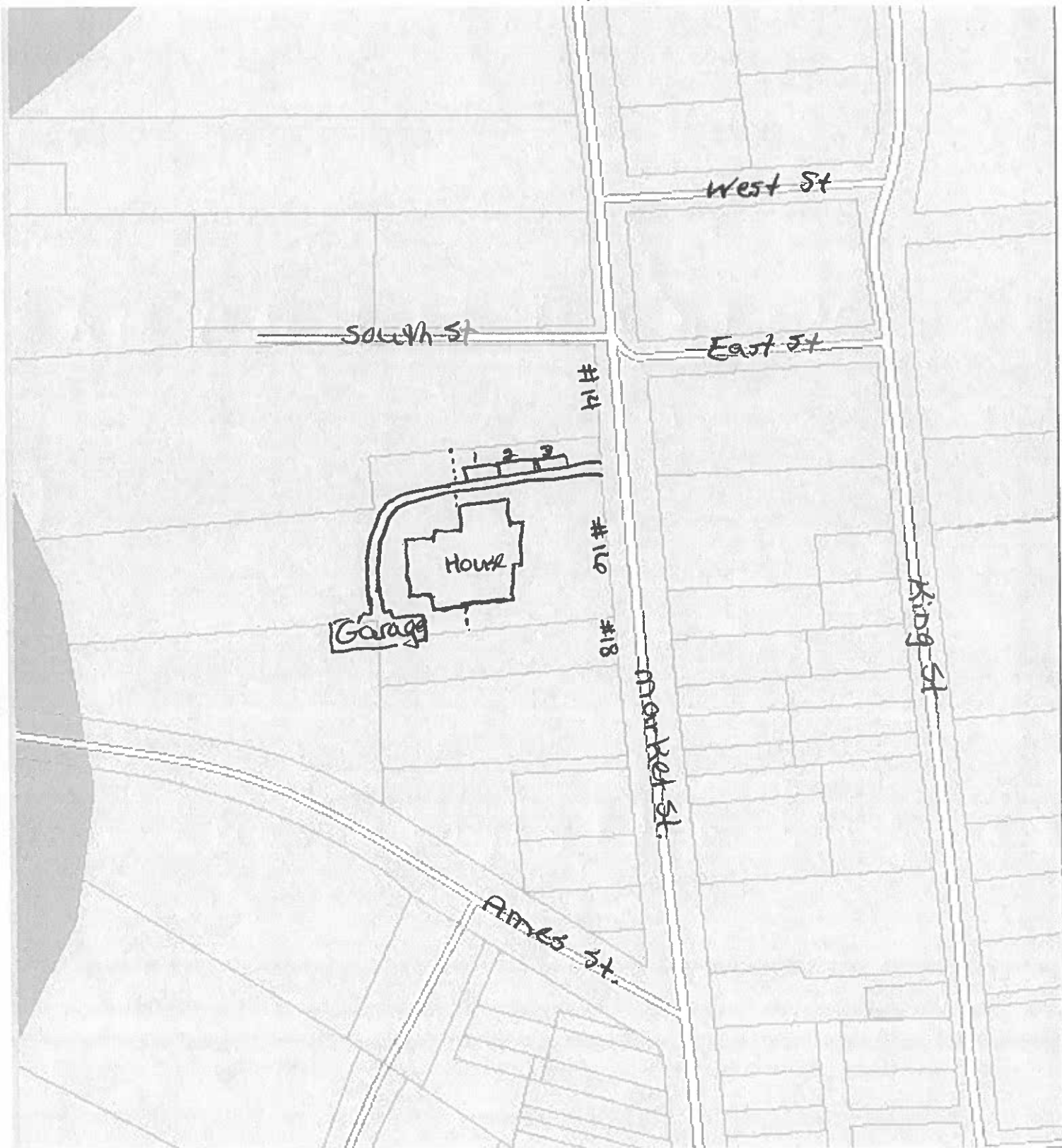
*For requests to operate homestays, the applicant must attach a site plan that provides location of the home, setbacks from all property lines and the street, no. of proposed parking spaces, and traffic flow patterns entering and leaving the property. The zoning administrator will conduct a site visit of the property as part of the review of the application.

(757) 787-3363
Phone

(757) 787-3309
Fax

www.onancock.com
Website

The house is: '10' from Market St
 45' from # 14
 55' from # 18
 300' from the Creek



1-2-3 3 parking spaces to the west of the driveway - cars will park parallel to driveway and back out onto Market St
 --- Fence

Sec. 38-77. Special exceptions.

The following uses shall be permitted in the Single-Family Residential District (R-1), subject to all the other requirements of this chapter, only upon the obtaining of a special use permit, as defined in article XV of this chapter, from the town council:

- (1) Each dwelling unit shall be permitted not more than one apartment, which shall be contained within the dwelling unit itself. It shall be a condition of issuance of a special use permit that the owner of the dwelling within which the apartment is located reside within the dwelling itself.
- (2) *Bed and breakfast houses.* Each dwelling unit may be permitted not more than five guestrooms in which overnight accommodations may be offered to transients and operators must live on site.
- (3) *Homestay.* For this subsection, the term "homestay" means a home occupation in which an individual owns a dwelling and provides lodging in all or any portion thereof for temporary periods of times not to exceed three weeks. Other terms used for this type of business include "Short-term Rental," and "STR." Examples of these include but are not limited to Air B&B, VRBO, or any other online or private travel agent or agency.
 - a. Every short-term rental must obtain a business license and maintain a special use permit from the town. Special use permits for STR expire three-years from the date of issuance and must be reconsidered by town council following the application process in place at the time of the renewal request.
 - b. Every homestay is required to submit transient occupancy tax (TOT) as per chapter 16, article IV herein. If any homestay is idle for 12 consecutive months or does not submit TOT as defined, the special use permit is automatically rescinded, and the owner must reapply using the process in place at the time of the reapplication.
 - c. The current owner or, in the case of a property sale contingent on securing the special use permit (SUP), the prospective purchaser must apply for the special use permit. In the case of a contingent sale, the current owner and prospective purchaser may apply jointly.
 - d. The property shall serve as the primary Onancock residence for a majority of the year for the owner or principal owner of the legal entity that owns the property.
 - e. The applicant must provide local contact information for a responsible party, if the owner is not the responsible party, the owner must identify a responsible party who will be available 24 hours a day, seven days a week, to respond to, and resolve issues and complaints that arise during a period in which the dwelling is being used for transient occupancy. This contact information will be made available to all adjoining property owners and to the Onancock Police Department.
 - f. There must be a minimum of 200 linear feet (measured from the water meter for the property or the center of the street frontage, depending on the location of the meter) and one tax parcel as defined by Accomack County between properties allowed for use as homestay properties. This includes all contiguous parcels in front, behind, and on both sides. Natural separations, such as the creek, automatically create an appropriate barrier between homestay structures.
 - g. The number of overnight guests will be determined by the zoning administrator in consultation with the homeowner. Properties will allow no more than two guests per bedroom and no more than four persons for each full bathroom. Nuclear families with children under the age of 18 are not limited to the number of guests allowed. The property must provide off-street parking for one vehicle for every four guests.

-
- h. The owner of the property must annually provide the town with proof of insurance for property damage and liability in an amount no less than the full replacement value of the structure as it exists at the time of application and an amount of liability coverage no less than \$1,000,000.00 per occurrence and \$2,000,000.00 in aggregate
 - i. The homestay shall comply with all applicable town, county, state and federal statutes, regulations and ordinances.
 - j. The town reserves the right to inspect the residence based on complaints to verify that the homestay is being operated in accordance with the regulations set forth within this section.
 - k. The special use permit will be revoked by the zoning administrator in the event that three or more substantiated complaints are received by the town in a calendar year, or failure to maintain compliance with any of the regulations set forth herein.

(Code 1989, § 24-16; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997; Ord. of 7-27-1998; Ord. of 2-27-2017, § 24-16(c); Ord. of 2-28-2022(2))

STAFF REPORT

35 Meadville Drive, Onancock, VA 23417

To: Town Council
Case Number: SUP 2023:4:02
Tax Map: 85A1-7-2

Date: April 24, 2023

From: Matt Spuck

General Information

<i>Applicant</i>	Lisa and John Fiege
<i>Owner of Record</i>	Lisa and John Fiege
<i>Requested Action</i>	Special Use Permit for Fence at 35 Meadville Dr.
<i>Location</i>	35 Meadville Dr., Onancock, VA 23417
<i>Existing Land Use</i>	The parcel is currently zoned R-1B, Residential 1B.
<i>Adjacent Land Use</i>	The surrounding properties are designated R-1B

Analysis

The applicant is required to obtain a Special Use Permit according to Town Ordinance 38-83, Special Provision for Corner Lots. The code requires a permit because the fence design proposed by the homeowner is taller than four feet and is closer to the side street (Sturgis) than the main structure.

The proposed fence height along the east, west, and north sides of the property is six feet. The south facing fence and the southernmost sections of the east and west sides are proposed for four feet, which does not require permit.

The fence along the east side of the property needs to be two feet from the right-of-way as per Town Code 38-81, Yard Regulations. According to VDOT, the right-of-way for Sturgis Street is 40 feet. I measured the width of the road, found the center, and measured twenty-two feet from that mark toward the applicant's property. This was marked with flags to notify the applicant of the eastward most allowable position of the fence.

The town has no voice in where the fence is located between properties. Any action taken on the six-foot fence section on the east side does not indicate endorsement of the positioning between properties. A stamped survey was not included with the application and therefore the town cannot and will not validate or verify the position of the fence between properties.

Conclusion

The Planning Commission reviewed the application and endorsed the process used to bring the application forward for public hearing and Town Council consideration.

TOWN OF ONANCOCK

15 NORTH STREET
ONANCOCK, VIRGINIA 23417

RECEIVED
BY: [Signature]
MAR 13 2023

SPECIAL USE PERMIT APPLICATION

Applicant's Name: John & Lisa Fiege

Address: 35 Meadville Drive

Telephone: 757 710-2489 Date: 3/13/23

Location & Legal Description of Property Proposed* :
corner lot on Meadville Dr & Sturgis St.

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

No. of proposed parking spaces (for homestay applicants only): X

Parcel Number: 085A10700000200

Zoning Classification: R1B

Name and telephone number for local emergency contact:
John (757) 710-2489 OR Lisa (757) 709-8692

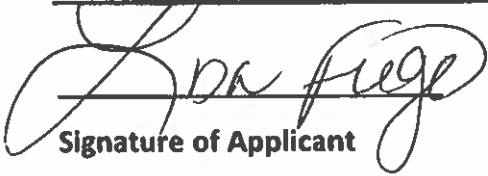
Description of Proposed Use:
a 6ft fence on Sturgis St side from back of garage to back corner of house. It would be closer to the street than the house.

PAYED
MAR 13 2023
BY: [Signature] # 5303
150.

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.

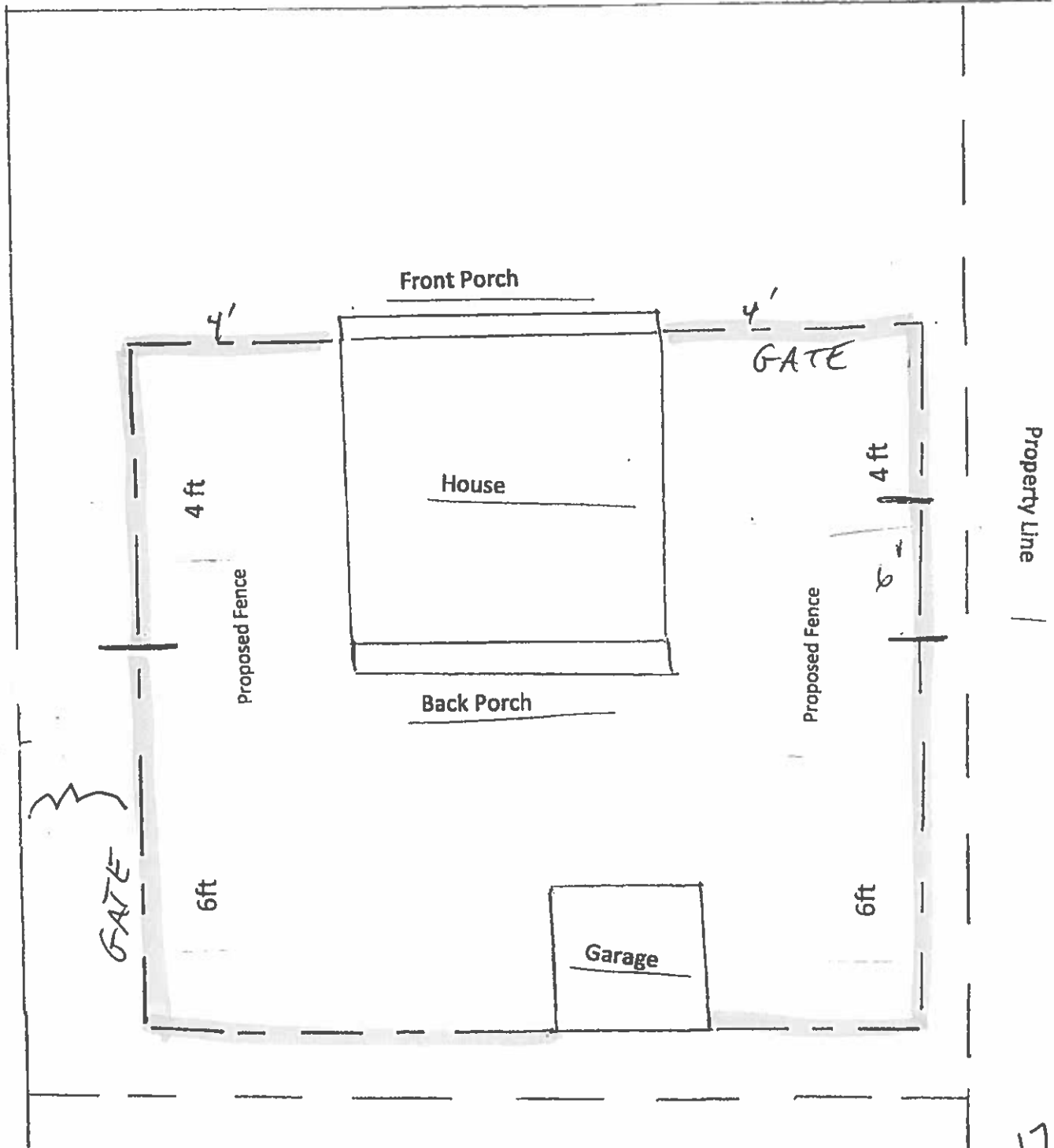

Signature of Applicant

3/13/23
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.**

Sturgis Street

Meadville Drive



Property Line

Sec. 38-83. Special provisions for corner lots.

The following provisions shall apply to corner lots in the Single-Family Residential District (R-1):

- (1) Of the two sides of a corner lot the front shall be deemed to be the shortest of the two sides fronting on streets with frontage setback line, side yard and rear yard requirements to be determined accordingly.
- (2) The side yard on the side facing the side street shall be ten feet or more for both main and accessory building. Television antennas, including satellite dish antennas, and other types of communications antennas and/or towers and similar structures shall not be closer to the side street than the minimum side yard line or the portion of the main structure, not including porches, nearest to the side street, whichever is the greatest distance.
- (3) All fences in side yard exceeding four feet in height closer to the side street than the main structure shall require a special use permit, as set out in article XV of this chapter, from the town council. All property owners contiguous to the applicant's property or immediately across any street abutting the applicant's property shall be notified of the public hearing by certified mail mailed at least ten days prior to the public hearing to the last known address as shown on the town's real estate tax records.

(Code 1989, § 24-22; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997; Amd. of 5-22-2000)

Matt Spuck

From: Pusey, Dale <dale.pusey@vdot.virginia.gov>
Sent: Wednesday, March 29, 2023 9:51 AM
To: Matt Spuck
Subject: Re: ROW - Sturgis

Matt,

VDOT records indicate that the right of way width for the block of Sturgis Street from Liberty Street to Meadeville Drive is 40' and the block from Meadeville to Merry Lane is 50'. So the right of way line would be 20' or 25' from the pavement centerline depending on the block. Let me know if you have any other questions.

Dale Pusey, P. E.
Area Land Use Engineer
Virginia Department of Transportation
23096 Courthouse Avenue
Accomac, VA 23301
Office: (757) 787-5932

On Wed, Mar 29, 2023 at 9:24 AM Matt Spuck <matt.spuck@onancock.com> wrote:

Hi Dale,

There is an application for a fence on Sturgis that is drawn to be 3 feet from the edge of the street. Our code requires fences be two feet from the ROW, not necessarily the edge of the road. Is the ROW for Sturgis 30', 15' from center of street?

Any help is appreciated, as always.

Matt



Matt Spuck

Town Manager

t: 757-787-3363

e: matt.spuck@onancock.com | w: www.onancock.com

a: 15 North Street, Onancock, 23417

--

Dale Pusey, P. E.
Area Land Use Engineer

Sec. 38-81. Yard regulations.

The following yard regulations shall apply in the Single-Family Residential District (R-1):

- (1) *Main buildings in the R-1A District.*
 - a. *Side.* The minimum side yard shall be ten feet and the total width of the two required side yards shall be 25 feet or more.
 - b. *Rear.* Each main building shall have a rear yard of 25 feet or more.
 - c. *Buildings.* Each building shall have a 35-foot setback from the street.
- (2) *Accessory buildings in the R-1A District.*
 - a. *Street setback.* Each accessory building shall have a street setback of 35 feet.
 - b. *Side.* The minimum side yard shall be three feet.
 - c. *Rear.* Each accessory building shall have a rear yard of three feet or more.
- (3) *Main buildings in the R-1B and R-1C Districts.*
 - a. *Side.* The minimum side yard shall be five feet and the total width of the two required side yards shall be 15 feet or more.
 - b. *Rear.* Each main building shall have a rear yard of 25 feet or more.
- (4) *Accessory buildings in the R-1B and R-1C Districts.*
 - a. *Side.* The minimum side yard shall be three feet.
 - b. *Rear.* Each accessory building shall have a rear yard of three feet or more.
- (5) *Fence regulations in the R1-A, R1-B and R1-C Districts.*
 - a. All fences may be erected to within one inch of the property line except that a fence or wall must be two feet from any sidewalk, alley or public right-of-way.
 - b. All fences closer to the front lot line than a point even with the front of the main structure shall have a maximum height of four feet.
 - c. All fences closer to the front lot line than a point even with the front of the main structure shall be at least 30 percent open space.

(Code 1989, § 24-20; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997; Amd. of 1-10-2000; Amd. of 5-22-2000)

Accomack County, Virginia

Tax Map #:

85A1-7-2


Parcel ID:

085A10700000200

The assessment information is obtained from the total value of these tax map numbers...

85A1-7-2

Summary

<p>Owner's Name FIEGE,JOHN W OR LISA W FIEGE</p> <p>Mailing Address 35 MEADVILLE DR ONANCOCK, VA 23417-1821</p> <p>Base Zoning</p> <p>Incorporated Town</p> <p>Overlay Zoning</p> <p>Tax District 14</p>	
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Sale Information		Assessment Information		
Transfer Date:	6/30/2016 12:00:00 AM		New 2022 Assessment	Prior Assessment
Sales Price:	\$205,000	Land Value	\$45,700	\$45,700
Grantor:	LAWRENCE,JANE G TR	Improvement	\$271,500	\$207,700
Deed Reference:	2016 02610	Total Value	\$317,200	\$253,400
Additional Ref:	Book	The assessment information is obtained from the total value of these tax map numbers... 85A1-7-2		
Additional Ref:	Page			

Land

Property Class:	100-Incorporated Town	Electricity:	No Data
Legal Description:	STURGIS LOT 2 .26 ACRE	Gas:	No Data
Land Description:	HOMESITE - PAVED ROAD	Sewer:	No Data
Street Type:	Pavcd	Water:	No Data

DISCLAIMER: This data is provided without warranty of any kind, either expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Any person, firm or corporation which uses this map or any of the enclosed information assumes all risk for the inaccuracy thereof, as Accomack County expressly disclaims any liability for loss or damage arising from the use of said information by any third party.

Building

Building Type:	DWELLING	Total Rooms:	5
Description:	Single family	Number of Bedrooms:	3
Stories:	2	Number of Baths:	2
Year Built:	1998	Number of Half Baths:	No Data
Finished Sq Ft:	2332	Heat Type:	Heat pump
		Air Conditioning:	P

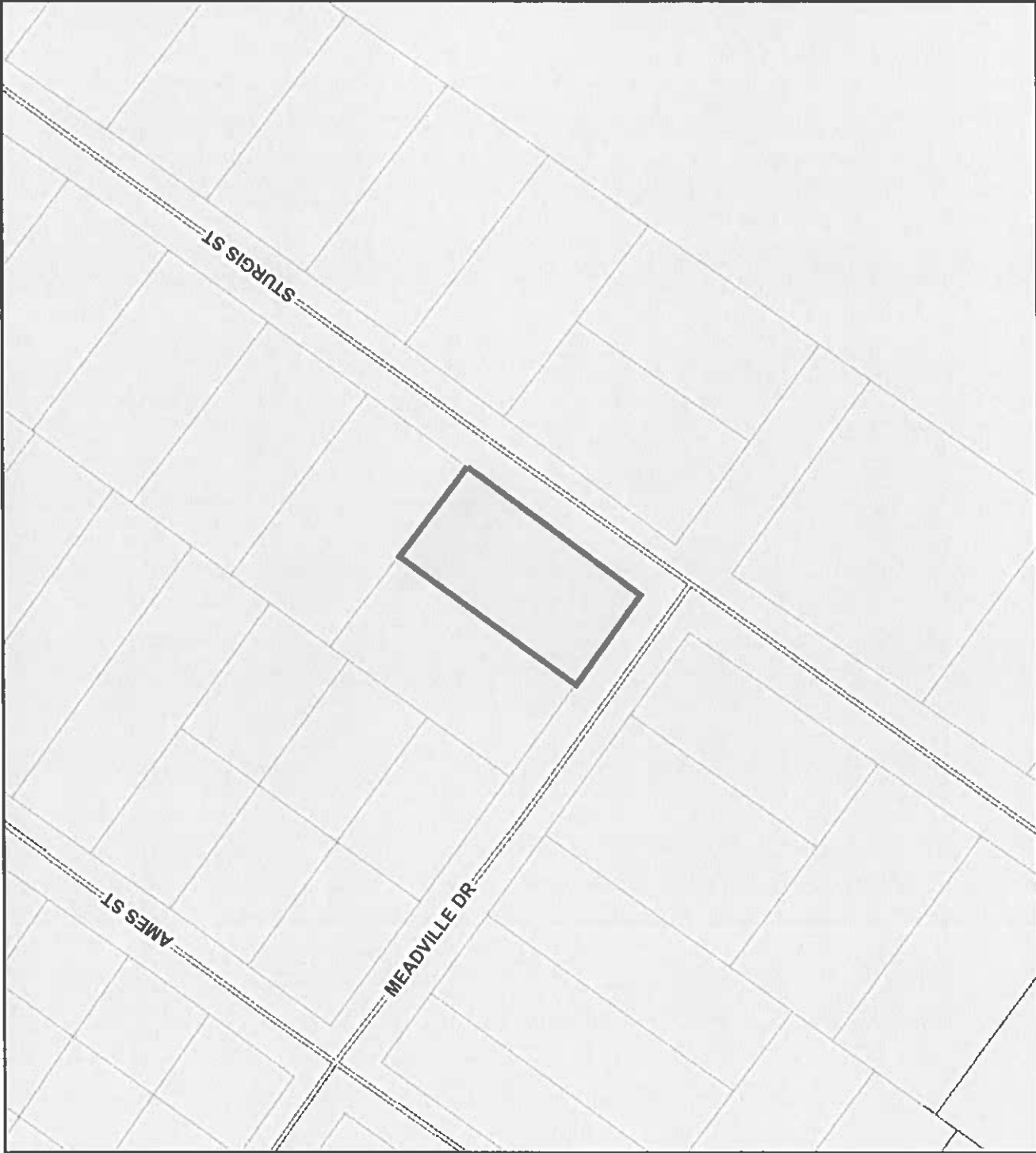
Construction		Additional Data	
Foundation Type:	Full Crawl	Attic:	None
Construction Type:	Wood frame	Finished Attic Sq Ft:	No Data
Exterior:	Vinyl siding	Basement Sq Ft:	No Data
Condition:	normal for age	Finished Basement Sq Ft:	No Data
Roof Type:	Gable	Attached Garage Sq Ft:	No Data
Roof Material:	Comp sh to 235#	Detached Garage Sq Ft:	384
		Deck Sq Ft:	336

DISCLAIMER: This data is provided without warranty of any kind, either expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Any person, firm or corporation which uses this map or any of the enclosed information assumes all risk for the inaccuracy thereof, as Accomack County expressly disclaims any liability for loss or damage arising from the use of said information by any third party.

Accomack County, Virginia

Legend
Parcels

Map Printed from AccoMap
<https://parcelviewer.geodecisions.com/Accomack>



Title: Parcels

Date: 4/17/2023

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Accomack County is not responsible for its accuracy or how current it may be.

ARTICLE XI. SIGN REGULATIONS

Sec. 38-405. Statement of purpose.

The following sign regulations are established to ensure compatibility of signs with surrounding land usage, to enhance the economy of the town, to protect the public investment in streets and highways, to promote the safety and recreational value of public travel, to preserve natural beauty and to promote the reasonable, orderly and effective display of outdoor advertising.

(Code 1989, § 24-73; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997)

Sec. 38-406. Advertising outdoors regulated.

No person except a public officer or employee in performance of a public duty, shall paste, post, paint, print, nail, tack, erect, place, maintain or fasten any sign, pennant, flags, outdoor advertising signs, billboard or notice of any kind, or cause the same to be done, facing or visible from any public street or public open space, except as provided in this article.

(Code 1989, § 24-74; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997)

Sec. 38-407. Signs and flags permitted by right in the various districts.

(a) The following are signs and flags permitted by right in the various districts:

- (1) Memorial tablets or signs.
- (2) Signs required to be maintained by law or governmental order, rule or regulation, with a total surface area not exceeding ten square feet on any lot or parcel.
- (3) Signs which are within a ball park or other similar private recreational use and which cannot be seen from a public street or adjacent properties.
- (4) Flags or emblems of civic, governmental, philanthropic, educational or religious organizations, and corporate designed flags.
- (5) Signs displayed for the direction or convenience of the public, including signs which identify restrooms, location of public telephones, freight entrances, no trespassing and posted signs or the like not exceeding a total area of eight square feet per sign.
- (6) Signs placed by a public utility showing the location of underground facilities.
- (7) Church bulletin board and identification signs with a total surface area not exceeding 20 square feet per sign.
- (8) Home occupation signs with a total surface area not exceeding four square feet per sign.
- (9) Up to four signs, not to exceed four square feet each, advertising the sale or rent of the specific premises where the sign is located.

-
- (10) Signs or a combination of letters may be attached to a building or structure, where business is conducted on the premises, for the purpose of advertising and displaying the name, address, and/or a business slogan, of the specific business.
 - (11) Signs advertising only the price of a product, provided that the sign is attached to a permanent structure on the specific premises where the business is located. These signs shall be limited to the B-1, B-2 and B-W districts.
 - (12) In the B-1 and B-W districts, but not in residential districts, up to 32 square feet of signage shall be permitted by right only on the specific premises where the business is located, subject to other applicable provisions of this article. See B-2, Business District Highway for specific provisions relating to that district.

(b) All signs and supporting structures shall be maintained in good repair.

(Code 1989, § 24-75; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997)

Sec. 38-408. Determination of sign area.

In measuring the area of signs permitted under these regulations, the entire face of the sign (on one side only) shall be included. Where both sides of the sign contain lettering or other allowable display, one side only shall be used to compute the allowable size of the sign. Where the sign consists of individual raised letters or a sign face of irregular shape, the sign area shall include the area of the smallest rectangle that can encompass the letters or sign face.

(Code 1989, § 24-76; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997)

Sec. 38-409. Height regulations.

Signs shall not exceed a height of 20 feet above ground level or the street to which it is oriented, whichever is higher. In no case will any sign project above the top of the building to which it is attached.

(Code 1989, § 24-77; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997)

Sec. 38-410. General regulations.

- (a) Except for authorized traffic signs, no sign shall be erected at the intersection of any streets in such a manner as to create a traffic hazard by obstructing vision between heights of 2 ½ feet and eight feet; or at any location where it may interfere with, obstruct the view of, or be confused with any authorized traffic sign.
- (b) No sign will be erected which imitates or resembles any official traffic sign, signal or device or uses the words "stop" or "danger" prominently displayed or presents or implies the need or requirement of stopping or the existence of danger on any street.
- (c) No sign will be erected which advertises any activities which are illegal under state or federal law or regulations in effect at the location of such sign or at the location of such activities.
- (d) No sign will be erected which is inconsistent with state law or the provisions of this chapter.
- (e) No sign will be erected which involves noise, motion or rotation of any part of the structure or displays intermittent or flashing lights
- (f) No sign will be erected which is mobile. Except for signs attached to buildings or permanent structures and those permitted in section 38-407(9) and (10), all other signs of whatever type or size permitted in this

chapter shall be permanently anchored in concrete or permanently attached to piling or posts firmly embedded in the ground. All wheels and other portable structural equipment shall be removed from the structure.

(g) The bottom of an overhanging sign shall be at least eight feet above the ground.

(Code 1989, § 24-78; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997)

Sec. 38-411. Nonconforming signs.

Any sign lawfully in existence at the time of the effective date of the ordinance from which this chapter is derived may be maintained although it does not conform with the provisions of this chapter. Such nonconforming signs shall comply in all respects with the requirements of article XIII of this chapter relating to nonconforming uses. If such nonconforming sign is destroyed, demolished, or removed due to any reason, it shall not be replaced without complying with all provisions of this article XI.

(Code 1989, § 24-79; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997)

Sec. 38-412. Off-premises signs.

Off-premises signs are not permitted in any district except for civic, philanthropic or religious organizations. Off-premises signs shall not exceed three square feet in area.

(Code 1989, § 24-80; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997)

Secs. 38-413—38-437. Reserved.

ARTICLE XI. SIGN REGULATIONS

Sec. 38-405. Statement of purpose.

The purpose of this article is to create the legal framework for a comprehensive but balanced system of signs, and thereby to facilitate harmonious and effective communication between people and their environment and to alleviate the proliferation of signs that are detrimental to the visual environment and economic vitality of Onancock. Further, the purposes of these sign regulations are also:

- (1) To encourage the use of signs which are compatible with their surroundings;
- (2) To maintain and enhance the aesthetic environment and the town's ability to attract sources of economic growth;
- (3) To minimize adverse impacts of signs on nearby public and private properties;
- (4) To protect property values;
- (5) To protect against inappropriate or hazardous visual encroachment and complement the characters of the town's neighborhoods and zoning districts.
- (6) To enable the fair and consistent enforcement of sign regulations; and
- (7) To protect the public's health, safety, and welfare.

(Code 1989, § 24-73; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997)

Sec. 38-406. Applicability, administration, and enforcement of sign regulations.

- (1) *Applicability of articles.* The regulations contained in this article shall apply to all zoning districts in the town, unless expressly superseded by the specific provisions set forth herein. If there is a conflict between the requirements of the articles herein, the requirement of the more specific article shall apply.
- (2) *Administration and enforcement of chapter.*
 - (a) It shall be unlawful to display, erect, paint, or otherwise maintain a sign except in conformance with this chapter.
 - (b) In cases where contiguous zoning is different, the more restrictive zoning classification shall be considered the contiguous zoning classification. In cases where there is no contiguous zoning, the maximum sign area for the district shall be permitted.
 - (c) This chapter, and the various parts, sections, and clauses hereof, are hereby declared to be severable. If any part, section, or clause is adjudged invalid, the remainder shall remain in full force and effect.
- (3) *Permit required.* Except where expressly provided, a permit shall be required prior to the erection, display, alteration, repair, or relocation of any sign, including sign face replacement. A permit shall not be required for routine maintenance or a change in changeable copy to a legally existing sign that results in no alteration to the sign structure.
 - (a) Permits for permanent signage shall be governed by the Uniform Statewide Building Code.
 - (b) A complete permit application shall include the following:

-
- (i) A fully completed sign permit application in a form set forth by the Town of Onancock, which shall include all information necessary to ascertain compliance with the town code and zoning ordinance; and
 - (ii) A non-refundable fee as set forth in section 16-1 of the town code.

(CivicPlus to provide)

Sec. 38-407. Prohibited signs.

The following types of signs are prohibited:

- (a) Signs not expressly permitted in, or which violate any provision of, this chapter.
- (b) Signs located on a public right-of-way or other town-owned property without a permitted encroachment agreement, which are subject to immediate removal without notice.
- (c) Signs displayed on any vehicle unless the vehicle is licensed in accordance with state and local requirements and has a current state registration and inspection.
- (d) Abandoned nonconforming signs (defined as signage on the property of an abandoned businesses in an unoccupied structure), which the town may order removal of provided the town gives the owner of the property on which the sign is located written notice to remove the sign. Such notice may not be given until the expiration of a one-year period necessary for the nonconforming sign to be considered abandoned. If, following such one-year period, the town has made a reasonable attempt to notify the property owner, the town through its own agents or employees may enter the property upon which the sign is located and remove any such sign whenever the owner has refused to do so. The cost of such removal shall be chargeable to the owner of the property. Nothing herein shall prevent the town from applying to a court of competent jurisdiction for an order requiring the removal of such abandoned nonconforming sign by the owner by means of injunction or other appropriate remedy.
- (e) Discontinued signs (defined as signage pertaining to businesses or services not operating on the property for twelve consecutive months), which shall require the owner of the property on which the discontinued sign is located to:
 - (i) Remove the sign face and remove all lighting if sign directly attached to a structure, or
 - (ii) Remove the sign structure entirely if the sign is free standing.
- (f) Internally lighted signage in the B-1, B-W, or any Residentially zoned structure

Sec. 38-408. Advertising outdoors.

No person except a public officer or town employee in performance of a public duty, shall display in any fashion or manner any advertisement or message on any town owned property..

(Code 1989, § 24-74; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997)

Sec. 38-409. Signs and flags permitted by right in the various districts.

- (a) The following are signs and flags permitted by right in the various districts:
 - (1) Memorial tablets or signs of less than four square feet.

(Supp. No. 16)

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- (2) Signs required to be maintained by law or governmental order, including traffic control devices, rule or regulation, with a total surface area not exceeding four square feet on any lot or parcel.
 - (3) Signs which are within a ballpark or other similar public recreational use
 - (4) Flags or emblems of civic, governmental, philanthropic, educational or religious organizations.
 - (5) Signs displayed for the direction or convenience of the public, including signs which identify restrooms
 - (6) Signs placed by a public utility less than four square feet.
 - (7) Church bulletin board and identification signs with a total surface area not exceeding 20 square feet per sign.
 - (8) Home occupation signs with a total surface area not exceeding four square feet per sign may not be illuminated.
 - (9) Up to two signs, not to exceed four square feet each, advertising the sale or rent of the specific premises where the sign is located.
 - (10) In the B-1, B-2, and B-W districts, one sign or a combination of letters of up to 32 square feet may be attached to a building, structure, or awning, where business is conducted on the premises, for the purpose of advertising and displaying the name, address, and/or a business slogan, of that specific business.
 - (11) One sign in addition to the sign with the business name may advertise the price of a product or service, provided that the sign is attached to a permanent structure on the premises where the business is located. These signs shall be no larger than 16 square feet and limited to the B-1, B-2, and B-W districts.
 - (12) Window signs that do not cover more than 30% of the area of the window on which they are displayed
 - (13) Changeable letter signs permanently affixed to the building
 - (14) Non-commercial signs in residentially zoned areas providing occupant name or address information
 - (15) Murals painted directly on the structure with no reference to any business or product or service

(b) All signs and supporting structures shall be maintained in good repair.

(Code 1989, § 24-75; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997)

Sec. 38-410. Determination of sign area.

In measuring the area of signs permitted under these regulations, the entire face of the sign (on one side only) shall be included. Where both sides of the sign contain lettering or other allowable display, one side only shall be used to compute the allowable size of the sign. Where the sign consists of individual raised letters or a sign face of irregular shape, the sign area shall include the area of the smallest rectangle that can encompass the letters or sign face.

(Code 1989, § 24-76; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997)

Sec. 38-411. Height regulations.

Signs shall not exceed a height of 20 feet above ground level or the street to which it is oriented, whichever is higher. In no case will any sign project above the top of the building to which it is attached.

(Code 1989, § 24-77; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997)

Sec. 38-412. General regulations.

- (a) Except for authorized traffic signs, no sign shall be erected at the intersection of any streets in such a manner as to create a traffic hazard by obstructing vision between heights of 2 ½ feet and eight feet; or at any location where it may interfere with, obstruct the view of, or be confused with any authorized traffic sign.
- (b) No sign will be erected which imitates or resembles any official traffic sign, signal or device or uses the words "stop" or "danger" prominently displayed or presents or implies the need or requirement of stopping or the existence of danger on any street.
- (c) No sign will be erected which advertises any activities which are illegal under state or federal law or regulations in effect at the location of such sign or at the location of such activities.
- (d) No sign will be erected which is inconsistent with state law or the provisions of this chapter.
- (e) No sign will be allowed which involves noise, motion, or rotation of any part of the structure or displays intermittent or flashing lights, neon lights, inflatable, scrolling sign, television or computer displays visible from the street, marquee, or projections signs.
- (f) No sign will be erected which is mobile or on wheels. All permanent, free-standing signage shall be permanently anchored in concrete or permanently attached to piling or posts firmly embedded in the ground.
- (g) The bottom of an overhanging sign or awning shall be at least eight feet above the ground.
- (h) Sandwich board signage must be removed when the business is not open. When the business is open, the sandwich board must leave reasonable space for pedestrians to pass safely. Temporary signs for limited business events may be placed using the standards of this ordinance and may be used for no more than 10-days. One temporary sign for real estate sales and property rentals are permitted on the property to which the sale and rental pertains.
- (j) Except where expressly provided, a permit shall be required prior to the erection, display, alteration, repair, or relocation of any sign, including face replacement. A permit shall not be required for routine maintenance or a change in changeable copy to a legally existing sign that results in no alteration of the sign structure.
- (j) Any banner wishing to advertise an event on town owned property must be approved by the Town Manager for placement and timing (no longer than 6 weeks). Banners determined unreadable in their entirety from a moving vehicle will not be approved. Banners that fall or sag and become unreadable must be corrected within 24-hours or the town will remove the banner.
- (k) Externally lit signs must be illuminated with steady, stationary fixtures and shall be directed downward at the sign without causing glare to pedestrians or vehicles.

(Code 1989, § 24-78; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997)

Sec. 38-413. Nonconforming signs.

Any sign lawfully in existence at the time of the effective date of the ordinance from which this chapter is derived may be maintained although it does not conform with the provisions of this chapter. No nonconforming sign may be enlarged, extended, altered, relocated, or replaced. Any damaged or destroyed nonconforming sign requiring repairs at a cost of fifty percent or more of the replacement cost of the sign shall be removed or brought into conformity with the current ordinance. Replacement cost shall be calculated using a substantially similar sign with the same materials as the original sign and shall only include the cost of the supporting structure, foundation, and sign face(s).

(Code 1989, § 24-79; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997)

Sec. 38-414. Off-premises signs.

Off-premises signs are not permitted in any district except for banners for events sponsored by civic, philanthropic or religious organizations. See 38-4XX for guidelines.

(Code 1989, § 24-80; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997)

Sec. 38-415. Enforcement.

- a) In the event the owner, occupant or other person responsible for any property shall fail or refuse to, abide by the terms herein, the Town Manager or designee shall give written notice without confirmation of receipt to the owner of such property correct the violation as described by this ordinance within thirty (30) days from the date of such notice and to so maintain it thereafter. One such written notice shall satisfy the notice requirement above to authorize the Town to take corrective measures. The owner shall reimburse the town for all costs incurred to bring the signage into compliance with this code. In addition to these costs, a violation of this subsection shall be punishable as a criminal misdemeanor with a fine of at least \$100.00. Each day after the 30-day period which the condition is ongoing shall constitute a separate offense and fines will accumulate up to \$1,000.00. Such fine shall be collected by the Town pursuant to the same procedures and in the same manner as real estate taxes and shall be a real estate tax lien upon such land.
- 2) Notice may be made by direct posting on the property front door, regular postal delivery, email, hand delivery, verbally, or certified mail. In case the notice referred to in this section cannot reasonably be served on the owner, or when such notice is mailed to the owner's last known address as shown in the Town office, and such owner fails to comply with such notice, the sign may be removed by the Town or designee and the necessary expenses of such shall be chargeable to such owner. The Town Manager shall certify such expenses. Such expenses, when so certified, together with a one hundred fifty-dollar (\$150.00) service charge per occurrence, shall be collected by the Town pursuant to the same procedures and in the same manner as real estate taxes and shall be a real estate tax lien upon such land.

(Civic Plus to assign)

Secs. 38-416—38-437. Reserved.



PUBLIC HEARING
TOWN COUNCIL
TOWN OF ONANCOCK, VA
April 24, 2023, 7:00PM
15 North Street, Onancock, VA 23417

The Town Council for the Town of Onancock, VA will conduct a public hearing on Monday, April 24, 2023, at 7:00 p.m. in the Council Chambers at Onancock Town Hall at 15 North Street. The purpose of this hearing is to solicit public comment regarding the 2024 Town Budget which covers the period of 7/1/23 – 6/30/24. A summary is provided below. The full budget details are available on the Town’s website or in the Town Hall during normal business hours.

Questions or comments may be directed to Matt Spuck, Town Manager, at 757-787-3363, or via email at Matt.Spuck@Onancock.com.

Description	Proposed 2024
Government Activities	
Revenue	\$1,616,175
Use of Town Reserves	\$25,000
Expenditures	\$1,641,175
Balance	\$0
Special Revenue (Grants)	
Revenue	\$1,561,000
Use of Town Reserves	\$607,500
Expenditures	\$2,168,500
Balance	\$0
Business Activities (Water)	
Revenue	\$430,500
Use of Town Reserves	\$0
Expenditures	\$273,296
Debt Payments	\$157,204
Balance	\$0

General Tax Description	2024 Proposed Rate	2023 Actual Rate	Inc./Dec in Rate
Real Estate and improvements on real estate & mobile homes for general Town purposes	\$0.28 per \$100 of assessed value	\$0.28 per \$100 of assessed value	0%
Personal Property excluding passenger cars, passenger trucks, or motorcycles	\$2.00 per \$100 of assessed value	\$2.00 per \$100 of assessed value	0%
Personal Property for passenger cars, passenger trucks, and motorcycles	\$1.70 per \$100 of assessed value	\$1.70 per \$100 of assessed value	0%
Personal Property for Businesses (Tax Types CE, FE, HE, TP)	0%	0%	0%

Advertise on the following date: April 14, 2023

Authorized by: Matt Spuck, Town Manager, Town of Onancock

Bill to: Town of Onancock, VA
15 North Street, Onancock, VA 23417

HOS Pavilion Operational Guidelines

Introduction

Friends of Onancock School greatly appreciates the input from all community residents. Throughout our initial planning process, which began in fall of 2020, we visited existing performance facilities, met and discussed process, issues, and concerns with professionals in design to actual operators of similar venues. HOS has always been a good neighbor and plans to continue that tradition. We want to provide a wonderful cultural experience that currently is lacking on the Eastern Shore and create the opportunity to introduce more people to our diverse community. There is no pavilion on the Eastern Shore of Virginia comparable to our Pavilion. There are similar pavilions along the East Coast such as the Freeman Stage in Selbyville, DE.

Scheduled Events

Amplified, concert-style musical events (ACSMEs)* may occur year round, but not all events will be ACSMEs. June-September will be the primary summer season, with the following schedule:

- First full year: a total of 12 events for the season, likely local and regional groups, plus theatre productions.
- Year Two: 13-14 events; Year Three: 13-15 events; Years Four & Five: 15-20 events.
- Off-season events will depend on weather and likely be tied to special dates/events. Examples: Easter Musical with local choirs or a college gospel group or a Christmas program with local churches.

Our plan is to utilize a professional sound and lighting company for most events, but this may not be needed for a single artist or small local group that has own equipment, or for events such as a daytime program (magician, storyteller for children).

No amplified, concert-style musical event will run later than 10 pm. Actual performance duration, particularly in summer heat, is usually about 2-2:15 hours with breaks taken by performers.

*A musical performance by a group utilizing multiple amplified instruments and/or amplified vocals. Most a cappella, voice choir groups, or theater groups would not be consistent to meet the definition of an ACSME.

Sound Concerns

Design of the pavilion addresses concerns regarding sound transmission outside HOS property, as follows:

- The angle of the Pavilion in relation to the main school building will primarily block sound transmission to the areas directly east of the building. The design of the pavilion with the storage areas on each side further focuses the sound forward to the audience, not to the rear or sides.
- The rear of the stage will be closed during performances to focus sound toward the audience, primarily forward of the stage.

- The use of directional speakers allows for focusing sound to the front, mid, and rear of our natural amphitheater area.
- Tree lines along our south property line also help break up sound waves.

Administration

Any group/organization or private party that wishes to rent the Pavilion for an event will be required to submit a rental application to be approved by the FOS Board or Events Committee. The application process will be monitored to ensure that payments, security, notifications, and insurance items are adhered to in a timely manner.

The HOS Special Event Application, included in the appendix to this document and available on the school's website at <https://www.historiconancockschool.org/s/2023-special-events-application.pdf>, details the conditions FOS requires for a safe and successful event, and addresses the concerns raised by the work group.

This application has been in use for over 10 years, and all persons or groups who rent space or hold events at this facility must complete it and submit for approval. Events sponsored by FOS itself follow similar procedures. A primary difference is that when FOS is the event host, its existing insurance policies apply so there is no need for additional event-specific insurance coverage.

Security

As FOS has done in the past, for events:

- We will notify the town and appropriate law enforcement for each event held at Historic Onancock School.
- FOS will provide security, as deemed necessary, for each event according to factors such as audience size, age of participants, and alcohol presence.
- Town Police generally patrol neighborhoods throughout the day/night. We will request that they do additional drive-bys in the HOS area during events.
- For ticketed events, gates will be monitored for purposes of collecting entry tickets to ensure that only those with tickets are allowed entry. At no time will the gates be locked.

Parking

FOS will do as follows:

- Contact the Town Manager and request that parking restrictions be established on Joynes and Johnson Streets. Specific locations and hours of restricted parking, signage, curb painting, etc. would be determined by the Town Manager and town staff working with law enforcement, VDOT, and other relevant parties (not by FOS).
- Provide written guidance to all attendees of HOS events regarding where to park, where not to park, and the most direct routes for reaching parking areas.
- Obtain authoritative data on the relationship between number of attendees and number of vehicles for events (see **Note**, below). Collect comparable data for HOS events in 2023-2024

prior to Pavilion opening. When the Pavilion is open, use this information to forecast when local parking capacity will be exceeded and arrange remote parking and shuttle service as needed.

Traffic

Parking measures should contribute significantly to reducing traffic associated with events. However, when an event is expected to produce an unusually large number of vehicles in the area, FOS will provide additional signage and volunteer traffic guides. While for most events this is not expected to be necessary, FOS will be guided by experience and adjust the procedures if necessary.

Note: According to the 2017 Summary of Travel Trends, National Household Travel Survey (US Dept of Transportation, Federal Highway Administration), Table 16, the average vehicle occupancy for “Social/Recreational” trips is 2.10 persons; for all kinds of trips, the figure is 1.67 persons. The margin of error for both figures is 0.04. (Social/Recreational trips are defined as exercise, movies, parks, museums and bars).

The HOS parking lot currently has a capacity of 88 vehicles (ADA included) and both sides of College Avenue have an estimated capacity of 140 vehicles. With a total of 228 spaces available, attendance exceeding 479 would trigger use of non-local parking (e.g., Market St. or farther away) using the “Social/Recreational” figure. With the “all trips” figure of 1.67, non-local parking would be needed at more than 381 attendees. These figures assume that nobody walks to an event, so they are conservative because many people will choose to walk.

Community Engagement

After Pavilion construction resumes and a completion date can be predicted, FOS will work to establish an Advisory Committee of community members. This committee would include representatives of all Onancock neighborhoods, with varied age and ethnic demographics. It would also include representatives of local businesses and performance stakeholders (e.g., NSP, ESO, and RCEC). The committee would provide input to the Pavilion Manager and FOS Board of Directors regarding proposed events and lessons learned from past events.

Appendix

Pavilion Event Application (next 2 pages)

Hold Harmless Agreement (third page)

**Historic Onancock School
Community & Cultural Center
6 College Ave. Onancock, VA 23417
757-302-1331**

PAVILION EVENT APPLICATION

To Be Completed by Individual or Organization Leader: (all fields with an asterisk* must be completed to be considered)

*Name of Contact/Responsible Party _____ Organization _____ *phone: _____

*Address: _____ *Email address: _____

*Name of Event: _____ *Dates of event: _____ *Hours of event: _____ AM or PM? (circle option)

*Use of Grounds Only. *Describe which outdoor grounds; parking lot, athletic fields, playground, pavilion stage (circle option)

_____ *Brief description of event _____

of people expected for event _____ (see Security condition #7) *Fee charged – yes or no Amount of fee charged \$ _____ per person.

*Will outside vendors be used during event _____ (organization or group making this application is responsible for their vendors) List each vendor on separate paper and attach to completed application)

*Will alcohol be served during event: Yes _____ No _____ If yes, obtain banquet license through the state. www.abc.virginia.gov

Small private parties Must sign a Hold Harmless Agreement. Large Parties (70 or more) and parties serving alcohol must provide their own insurance policy. Applicant must receive permission from FOS before applying for a Virginia ABC license.

*Name of Insurance Company providing liability insurance for Organization/Group: _____ or sign Hold Harmless on Pg. 3/ (a Certificate of Insurance is required with all completed applications. Failure to provide proof of insurance may void your application and the FOS Board may deny your application for this reason.)

COVID-19 Statement: We will continue to observe the State of Virginia guidelines for Covid-19 on the day of your rental. Masks for unvaccinated and social distancing and sanitation must be adhered to during rental.

I certify that the proposed and planned event will be conducted on a completely non-discriminatory basis and that no person will be denied admission or attendance on the basis of race, color, sex, national origin, marital status, age, religion, political affiliation or disability. I understand the regulations governing use of the Onancock Community and Cultural Center's facilities and grounds and hereby assume full responsibility for meeting and complying with all regulations including providing liability insurance coverage. **I further understand that drugs and firearms are NOT permitted on the premises at any time. There is NO Smoking allowed anywhere in the building or on the grounds of HOS.** Users agree to indemnify and hold the Town, its officers and agents and employees harmless from all liability, damages, actions, claims demand expense judgment, fees and costs or whatever kind of character arising from, by reason of, or in connection with the use of the facilities described herein. It is the intention of the parties that the Town, its officers, and agents, plus employees shall not be responsible for injury, damage, liability, loss, or expense resulting to the users and those it brings on the premises. Users expressly assume full responsibility for all damages or injuries which may result to any person or property by reason of or in connection with the use of the facilities pursuant to this agreement and agrees to pay the Town for all damages caused to facilities from user's activities.

By signing this application, I agree to pay FOS \$ 1,500.00 per 8 Hour Day. (8 hours includes set-up/decorating & clean up)

If an evening event - All cleanup must be completed and property vacated and locked by 11:00 PM.

Total amount due: \$ _____ for use of the events room or grounds stated above.

A Security Deposit of \$ 500.00 is due with application along with rental fee. Full payment required at least 75 days prior to event date. Security deposit will be returned 7 days after event if area is cleaned up with no damage reported. Damage or cleaning will be deducted.

Applicant's Signature: _____ Printed name: _____ Date: _____

****If payment has not been received with application, the next application submitted with payment that wishes to reserve the same dates or overlapping dates will have priority.**)**

****Personal checks or certified funds should be made payable to *Friends of Onancock School* and either mailed to PO Box 467, Onancock VA 23417 or can be delivered to the FOS office at 6 College Avenue in Onancock, during normal working hours. (Payment must be received no later than 3.5 months prior to event, unless FOS gives prior approval for other payment arrangements in writing to Applicant) *A \$50 service charge for all returned checks will be applied.**

FOR OFFICE USE ONLY

FOS BOARD: submitted date: _____ (via email or FOS Board meeting) - voted and approved date: _____ denied: _____ reason: _____

Date Security Deposit received: _____ Cash _____ Check # _____ Certificate of Insurance provided: _____ Date of Expiration: _____

Date Rental Payment received: _____ Cash _____ Check # _____

FOS does not take credit cards

FOS CONDITIONS OF USE/RENTAL OF FACILITIES OR GROUNDS

(Please read carefully before submitting your completed application.)

In order to submit an application for your special event - call 757-302-1331 during office hours, Mondays - Thursdays 9am-4pm; Email, collegeavenue6@outlook.com or stop by the HOS office during office hours at 6 College Avenue, Onancock and pick one up.

FOS shall solely determine suitability of activity and availability of space. Charges shall be determined according to the schedule of fees approved by FOS. A deposit will only hold your application reservation. **Full payment is required with completed application to guarantee your space and dates.**

1. Certificates of Insurance are required of all applicant groups, organizations and parties with completed applications. **No exceptions.** Limits of liability requirements will be determined by FOS and will be based on the hazard of the activity.
2. FOS reserves the right to interrupt any contracted activity and space in the event of emergency. In such an event, every effort will be made to provide suitable alternative space on FOS property.
3. The organization/group reserving the FOS facilities or premises are responsible for the conduct of the attendees and for any damage, loss, disappearance, or breakage of FOS property during the activity rental period.
4. FOS will not be held responsible for damage to property or loss of material brought onto the property, nor shall they be held responsible for injuries to anyone which may occur on the property because of the event.
5. **Drugs, firearms and smoking of cigarettes, pipes, including vape pipes, e-cigarettes and cigars, are not permitted on FOS property at any time. Please include this in your event marketing material.**
6. FOS may refuse, deny any application, or cancel without liability any use contract/agreement whenever the use, in the reasonable judgment of FOS presents or may present a clear danger to persons or property, or may be in violation or contrary to Federal, State, Local laws, ordinances, or violation of the terms of the lease with the Town of Onancock.
7. **Security Guidelines must be followed:**
 - **Notify town and appropriate law enforcement of the event at HOS**
 - **Provide security as deemed necessary for your event according to audience size, age, alcohol presence**
 - **If a ticketed event, all gates will be monitored to ensure only paid attendants gain entry. At no time will gates be locked.**
8. Organizations/Groups are responsible for cleanup and disposal of trash off of the FOS property.
9. A separate application must be submitted and approved for each special event occurrence of your organization/group.
10. No organization/group who leases space may sublet their space/date of event with another organization/group.
11. Organizations/Groups/Private parties are responsible for the following.
 - Any permits required (ie: alcohol) *if special permission has been granted by FOS Board in writing
 - Porta potties (2 for every 40ppl is recommended) if event is to be held outdoors
 - First Aid kits; notification of local Police, Fire Dept.
 - Outside electricity (ie: music, amps, etc.)
 - Tents, Chairs, Tables; Set-up and take down
 - Disposal of trash and cleanup crews

We hope after you have carefully considered all of the above, you'll submit your attached application and return it to us!

Please acknowledge that you have read these conditions and understand them.

Sign Here: _____ Date: _____

****All rules/conditions stated above must be followed and adhered to. Failure to do so may result in loss of security deposit, punitive action and/or a permanent ban of individuals or your organization from any future FOS applications.**



Historic Onancock School

Community & Cultural Center

HOLD HARMLESS AGREEMENT

This agreement is between the Friends of Onancock School, The Historic Onancock School (FOS/HOS or “Landlord”) and “Renter” _____

Event Date: _____ Time: _____ day or evening.

Friends of Onancock School, (“Landlord”) is not responsible for the safety or security of the (“Renter”), their participants, or invited guests or for Renter’s property. Landlord shall have no liability for any injury to Renter, their participants, or their invited guests occurring on the Premises. Landlord maintains no insurance to protect Renter against liability or loss. All personal property and valuables placed on the Premises by Renter, participants and invited guests and shall be at the sole risk of the Renter. Landlord strongly advises Renter to obtain renter’s insurance to protect valuables/property.

“Renter” hereby indemnifies and holds “Landlord” harmless against any claims, losses or causes of action arising out of the actions of the Renter or their participants or invited guests.

Print Name: _____

Date: _____

Signature: _____

Historic Onancock School 6 College Ave. P O Box 467 Onancock, VA 23417

757-302-1331 www.historiconancockschool.org

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

Town Manager Report – April 24, 2023

Town Budget – 2024

- The 2024 Budget is scheduled for the required public hearing. No Councilmember has made requests for any change to the First Pass budget.

HRSD Transition

- The Jefferson Street project budget was approved by the HRSD Commission. The capital budget for 2023 will mill and overlay the portion of the street between Holly and the center of the first lots on Jefferson and will add a fire hydrant on Jefferson.

Planning Commission

- The Planning Commission will begin to review a standard list of fines and fees.

Street Repairs

- Holly Street repair is underway. Vegetation has been removed. During the week of April 24, we will install the culverts under Holly Street and under one resident's driveway. Both impacted residents have been communicated with throughout.
- Marshall Street has been substantially completed other than grading on the west side of the street.

Town Plan

- We are developing the schedule for in-person public workshops and putting together online tools for those who choose to participate remotely.

Northeast Revitalization Project

- The demo of six houses has gone to bid.

VTC (Virginia Tourism Grant)

- The \$50,000 we were allocated because of our status as a DMO is available to us. We spoke about a town walking map app, and 4 brochures (general map, historical points of interest, nature and trees of interest, and art and artisans). I spoke with the app company and it looks promising that we will be able to have different "layers" for individual interests. I am pulling older walking maps together to give to a designer to get a starting document.

VODOT (Ready Set Go grant)

- The engineering and design work is underway.

IRF (Industrial Revitalization Fund - \$1 mil for Lilliston)

- I have sent these documents for our attorney to review.

Open ARPA Project Updates

- Police Generator (\$0) – possibly move to DCJS grant
 - No activity until police department renovation
- GIS Water System (\$15,000)
 - We have the GPS device, and the software is configured. At this point, we need our training to take place and then we can begin to update our maps and drawings with accurate locations.
- Police Department Renovation (\$150,000 – reappropriated because of the DCJS grant)
 - The architects and engineers met with the police department to get specifics (floor materials, etc.) to get bid documents prepared.

- Welcome Center and Public Restrooms (\$340,000 –higher because of the DCJS grant)
 - We received proposals from the architect and mechanical engineer. They have been distributed to Council. We have had a few Councilmembers question the design. Because of these questions, I have not signed the bid document and engineering agreement.
 - I do believe we have agreement on the general use and purpose of the building, and we do need to move the project ahead to ensure we encumber all ARPA funds on schedule. I do not want to engage bid documents and mechanical engineers until we agree to a design. Altering non-structural walls after bid documents is a small change. Removing or repositioning bathrooms is a significant change.
 - I would suggest an open meeting to finalize the use and design to allow us to move forward with the architect and engineers.
- Dog Park (\$25,000)
 - The project is complete but I am gathering a group of engaged park users to discuss priorities for updates or changes to the park. OBCA is funding enhancements, and the group will help prioritize.
- Northeast Park (\$52,000)
 - I met with a small group of NE leaders, and they described the equipment they prefer, which is a mirror of the park at the school. I am having this quoted by the same company that sold the equipment to the school. I also reminded them that the school playground was selected, purchased, and paid for by the school and the town had no voice in it. I also shared that the company I am using for the NE park is the same company that provides playgrounds to public schools in VA and that having a company on state contract will save time with bidding. I have two more options for the group to choose from, but we will be coming to ask for an additional appropriation of funds.
- Security Cameras (\$145,000)
 - The cameras should begin to be installed in mid-May. We have one more internet connectivity issue, but Neubeam is working with us to resolve it, and if we cannot, we will use SIM cards.
- Air Conditioning upstairs (\$20,000)
 - No activity
- Matching Grants for Business Facades (\$90,000)
 - Award letters have been distributed.
- Sunset Park (\$40,000)
 - I have three vendors to provide quotes and designs. Until then, we have put a transition of 57 stone along the deck boards to eliminate trip hazards.
- Touchless Fixtures at LL (\$3,500)
 - This work is scheduled for the 3rd week of June.
- Drainage Ditch Cleanout (\$7,500)
 - Determining which Onancock maintained streets have drainage ditches to create a list. As part of the Northeast Revitalization Grant, VDOT will likely deal with the drainage on Cross and School. We will add support elsewhere, if required.
- Water Valve Isolation (\$15,000)
 - We will likely be changing this project from valves to meters. We need to be able to reconcile the volume of water pulled from the groundwater well to the gallons we bill each month. We will need meters at each leg of the distribution system to begin this process for the new groundwater withdrawal permit.
- Duckbill at Wharf (10,000)
 - Likely these funds can be reappropriated.
- Dredging under floating docks (\$90,000)
 - We will begin to prepare the spill site as time allows.
 - The timing of this project will need to wait until after the next boating season.
- Downtown Visual Improvements (\$35,000)

- Waiting until Town Plan is complete.
- Town Square Repairs (8,500)
 - Waiting for Town Plan to complete
- Walking Path at Little League Complex (\$20,000)
 - No activity yet
- Stormwater Management (\$65,932)
 - We suggest using for the King Street project for grant match.

Miscellaneous

- We are beginning the transition to HRSD for all utility and trash billing. Debbie and I reviewed the process and nuances of small town processes that we want to keep, and also how we will manage taking payments in their system. We have time to work out the questions because of the closing schedule on the pump stations.
- Of the six pump stations, we will be ready to close on 3 soon. I would like to do them all at once because there are zoning hearings required and I would like to hold all 6 hearings at one time rather than spread them out. I met with the HRSD legal team to work through strategies to move this along more quickly.
- We have started to re-write Town Code Chapter 34 – Utilities. This chapter is 32 pages long as published today. I will be making first pass edits and giving each of you a binder with current and proposed edits. Because this will be more than 75 pages of text, I think having a binder with paper copies will be easier to manage.
- Remember, June 6 is the Mayor's Cup! This is a community blood drive that we complete with other towns on the Shore for most donations per employee. We have a great chance to take this one home in victory because of the small staff size. You will start seeing advertising soon.
- We have made an offer to fill the 5th police officer position and it was accepted. Owen Lewis is from here with a deep family history of police work. He and Jacob will be able to attend the academy together in July, which will save us a lot on housing costs.
- We hired a new Harbormaster (Charles Perry). He has deep professional captaining experience and lives on Meadville. We have secured the golf carts, got the building repaired, and have the seasonal help hired.
- The volume of water being drawn from the groundwater wells exceeds the current permit. We are beginning the process of increasing the volume allowed for current use and potential new developments for which the town could provide service. The new volume request will be far less than the maximum estimated daily flow for the wells.
- All documents for the DHCD IRF Revolving Loan Fund have been prepared and forward to the town attorney.

**Town of Onancock
Budget Summary by Department
Through March 31, 2023**

ALL DEPARTMENTS	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B	Explanation
				\$	%					
Revenue										
Administration	1,137,387	1,407,914	81%	(270,527)	(19%)	1,130,119	1,296,397	1,391,245		
Water	412,780	455,000	91%	(42,220)	(9%)	353,715	420,140	491,897		
Sewer	636,316	847,440	75%	(211,124)	(25%)	920,469	1,025,382	1,121,513		
Wharf	135,317	204,600	66%	(69,283)	(34%)	147,284	198,463	206,989		
Police	67,533	80,000	84%	(12,467)	(16%)	53,951	55,140	41,997		
Total Revenue	2,389,333	2,994,954	80%	(605,621)	(20%)	2,605,538	2,995,522	3,253,641		
Expenditures										
Council	44,974	125,323	36%	80,349	64%	36,050	36,627	35,932		
Administration	333,739	510,393	65%	176,654	35%	465,433	501,507	495,422		
Water	299,551	455,000	66%	155,449	34%	235,768	218,974	247,147		
Sewer	591,109	847,440	70%	256,331	30%	633,749	556,205	406,064		
Wharf	149,025	225,878	66%	76,853	34%	181,432	188,018	210,966		
Police	307,441	541,190	57%	233,749	43%	396,701	325,746	394,355		
Bld and Streets	105,535	163,391	65%	57,856	35%	112,407	133,009	156,818		
Parks & Land.	97,910	126,339	77%	28,429	23%	31,583	23,667	74,668		New chipper. USDA to Reim
Total Expenditures	1,929,285	2,994,954	64%	1,065,669	36%	2,093,123	1,983,753	2,021,372		
Net Change	460,048	0		460,048	0%	512,415	1,011,769	1,232,269		

Percentage of Year Completed: 75%

**Town of Onancock
Budget Summary by Department
Through March 31, 2023**

	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
<u>TOWN COUNCIL</u>									
Expenditures									
Wages And Taxes	11,014	15,419	71%	4,405	29%	15,051	14,793	15,262	
Town Attorney	12,000	4,500	267%	(7,500)	(167%)	0	735	2,733	
Travel And Training	0	1,000	0%	1,000	100%	0	25	0	
Main Street Partners	19,571	15,000	130%	(4,571)	(30%)	15,000	15,000	15,000	
Liability Insurance	2,150	4,154	52%	2,004	48%	5,999	6,074	0	
Office Supplies	240	250	96%	10	4%	0	0	2,937	
Master Plan	0	85,000	0%	85,000	100%	0	0	0	
Total Expenditures	44,974	125,323	36%	80,349	64%	36,050	36,627	35,932	

Percentage of Year Completed: 75%

**Town of Onancock
Budget Summary by Department
Through March 31, 2023**

Revenue	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
ADMINISTRATION									
Real Property-Current	379,753	364,038	104%	15,715	4%	336,051	324,439	373,468	
Real Property-Late	21,331	30,000	71%	(8,669)	(29%)	35,026	78,952	32,135	
Public Service-Real	3,799	15,000	25%	(11,201)	(75%)	16,748	17,593	15,814	
Personal Property-Current	182,105	164,451	111%	17,654	11%	151,787	190,967	255,838	
Personal Property-Late	13,255	12,500	106%	755	6%	23,513	15,867	15,459	
Penalties	6,006	11,273	53%	(5,267)	(47%)	13,462	21,897	9,240	
Local Sales Tax	76,794	89,000	86%	(12,206)	(14%)	81,114	89,367	92,372	
Consumers Utility Tax	37,888	52,500	72%	(14,612)	(28%)	52,915	55,696	56,036	
Business License Tax	1,929	3,450	56%	(1,521)	(44%)	36,514	35,768	3,711	
Vehicle Decals	25,538	18,000	142%	7,538	42%	9,138	5,213	20,834	
Bank Stock Taxes	0	42,000	0%	(42,000)	(100%)	27,207	48,262	45,329	
Communication Tax	54,517	72,000	76%	(17,483)	(24%)	81,315	74,358	70,214	
Transient Occupancy	21,318	28,000	76%	(6,682)	(24%)	11,546	20,816	26,094	
Building/Zoning Perm	1,500	1,500	100%	0	0%	375	1,700	1,975	
Meals Tax	191,226	190,005	101%	1,221	1%	137,212	194,319	237,448	
Meals & Transient La	3,663	0	No Budget	3,663	0%	1,389	1,999	685	
Rental Of Property	9,810	12,240	80%	(2,430)	(20%)	12,160	12,240	13,767	
Water Tower Rental I	6,850	6,850	100%	0	0%	6,850	6,850	0	
Grass Cutting	4,515	4,500	100%	15	0%	0	0	0	
Trash Revenue	66,336	102,000	65%	(35,664)	(35%)	39,160	53,340	61,280	
Transfers In	0	116,666	0%	(116,666)	(100%)	0	0	0	
Miscellaneous Revenue	11,531	4,941	233%	6,590	133%	42,556	30,697	9,766	
Fire Program Funds	15,000	15,000	100%	0	0%	10,000	15,000	15,000	
Litter Control Grant	2,723	1,250	218%	1,473	118%	818	820	108	
Va Comm For The Arts	0	1,750	0%	(1,750)	(100%)	1,500	0	1,500	
Loan And Grants Proc	0	49,000	0%	(49,000)	(100%)	0	0	33,000	

**Town of Onancock
Budget Summary by Department
Through March 31, 2023**

ADMINISTRATION	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
Total Revenue	1,137,387	1,407,914	81%	(270,527)	(19%)	1,130,119	1,296,397	1,391,245	
Expenditures									
Salaries	94,403	128,320	74%	33,917	26%	137,048	151,111	134,143	
Fica	6,778	9,817	69%	3,039	31%	8,846	9,835	9,185	
Retirement-Vrs	13,434	17,747	76%	4,313	24%	20,143	19,982	22,625	
Hospitalization	10,711	16,359	65%	5,648	35%	20,471	26,066	13,153	
Life Insurance	1,396	693	201%	(703)	(101%)	1,661	(2,385)	489	
Suta	52	132	39%	80	61%	399	719	172	
Disability Insurance	411	797	52%	386	48%	0	0	468	
Legal And Collection	0	3,000	0%	3,000	100%	0	0	1,750	
Audit Service	0	18,500	0%	18,500	100%	16,750	16,750	17,750	
Bank Processing Fees	2,011	5,200	39%	3,189	61%	1,914	5,108	3,576	
Credit Card Fees	9,961	11,000	91%	1,039	9%	0	369	9,217	
Payroll Processing F	4,552	7,000	65%	2,448	35%	3,322	3,259	7,263	
Temp Services	0	2,500	0%	2,500	100%	1,414	0	0	
Professional Develop	1,099	1,800	61%	701	39%	0	200	227	
Software Subscriptio	21,514	14,660	147%	(6,854)	(47%)	0	0	20,323	
Software Support	10,062	11,435	88%	1,373	12%	0	0	10,408	
Vehicle Repair	0	250	0%	250	100%	0	0	0	
Office Equipment	3,123	7,800	40%	4,677	60%	19,195	21,595	7,982	
Advertising	8,990	14,146	64%	5,157	36%	2,178	2,951	10,503	
Postage	1,970	3,000	66%	1,030	34%	2,483	2,626	1,289	
Telephone	3,572	3,816	94%	244	6%	1,576	1,680	3,272	
Property Insurance	681	1,705	40%	1,024	60%	0	0	805	
Vehicle Insurance	201	412	49%	212	51%	0	0	412	
General Liability In	1,416	3,644	39%	2,229	61%	0	0	12,333	
Workers Comp	54	330	16%	276	84%	0	0	330	

**Town of Onancock
Budget Summary by Department
Through March 31, 2023**

ADMINISTRATION	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
Travel	0	250	0%	250	100%	1,808	0	45	
Dues & Membership	1,086	1,800	60%	714	40%	897	1,072	2,440	
Office Supplies	10,193	12,000	85%	1,807	15%	5,593	8,519	7,411	
Historic Onancock Sc	0	0	No Budget	0	0%	0	7,500	0	
Hos - Property Insur	3,954	6,503	61%	2,549	39%	0	0	6,503	
Cultural Enrichment	3,041	3,600	84%	559	16%	3,000	1,250	2,669	
Miscellaneous	110	3,500	3%	3,391	97%	1,997	3,261	574	
Website & Printing	0	15,000	0%	15,000	100%	0	0	318	
Parades	1,556	15,000	10%	13,444	90%	623	0	266	
Employee Welfare	172	750	23%	578	77%	0	686	1,176	
Computer Capital Out	0	3,000	0%	3,000	100%	0	0	0	
Contingency	3,800	10,000	38%	6,200	62%	0	0	5,030	
Bank Building Loan	6,696	8,927	75%	2,231	25%	0	0	26,781	
Trash Collection Ser	77,110	102,000	76%	24,890	24%	100,260	101,110	106,244	
Contribution To Fire	25,000	25,000	100%	0	0%	25,000	25,000	25,000	
Fire Programs Funding	0	15,000	0%	15,000	100%	10,000	15,000	15,000	
Es Tourism-Tot Share	4,600	4,000	115%	(600)	(15%)	5,381	4,620	4,154	
Total Expenditures	333,739	510,393	65%	176,654	35%	465,433	501,507	495,422	
Net Change	803,648	897,521	90%	(93,873)	(10%)	664,686	794,890	895,823	

Percentage of Year Completed: 75%

**Town of Onancock
Budget Summary by Department
Through March 31, 2023**

WATER	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
Revenue									
Water Charges	402,087	325,000	124%	77,087	24%	332,050	394,911	424,515	
Water & Sewer Penalt	8,976	12,000	75%	(3,024)	(25%)	19,005	19,615	16,671	
Miscellaneous Revenue	1,717	0	No Budget	1,717	0%	2,660	2,614	49,628	
Loan Proceeds And Gr	0	68,000	0%	(68,000)	(100%)	0	0	0	
Transfer In From Res	0	50,000	0%	(50,000)	(100%)	0	0	(3,417)	
Total Revenue	412,780	455,000	91%	(42,220)	(9%)	353,715	420,140	491,897	
Expenditures									
Wages and Benefits	98,920	130,596	76%	31,676	24%	141,475	116,120	109,047	
Training & Travel	0	4,000	0%	4,000	100%	28	0	79	
Vehicle Repair	0	750	0%	750	100%	0	3,045	1,018	
Repair & Maintenance	24,680	29,016	85%	4,336	15%	11,077	17,552	10,960	
Auto Insurance	0	412	0%	412	100%	0	0	412	
Printing Utility Bil	0	500	0%	500	100%	0	507	0	
Advertising	0	100	0%	100	100%	0	0	0	
Electric Services	11,905	18,000	66%	6,095	34%	13,865	13,779	14,974	
Postage	844	1,500	56%	656	44%	527	755	1,123	
Reserve For Cip	0	70,500	0%	70,500	100%	0	0	19,420	
Dues & Memberships	0	850	0%	850	100%	0	527	0	
Health Department Fe	2,169	2,200	99%	31	1%	2,133	2,165	2,169	
Vehicle Fuel	1,189	2,000	59%	811	41%	2,068	1,863	2,366	
Lab Supplies	1,248	1,500	83%	252	17%	1,095	998	2,064	
Purification Supplie	11,237	25,000	45%	13,763	55%	21,196	21,099	8,935	
Outside Consultants	1,200	5,000	24%	3,800	76%	0	0	300	
Small Tools & Equipm	261	3,000	9%	2,739	91%	0	80	2,650	
Property Insurance	814	2,084	39%	1,270	61%	0	0	0	
Interest - Bond - Wa	41,925	55,900	75%	13,975	25%	37,707	36,945	36,154	

**Town of Onancock
Budget Summary by Department
Through March 31, 2023**

<u>WATER</u>	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
Interest - Bond - Wa	1,842	2,456	75%	614	25%	1,656	1,662	1,588	
Interest - Bond - Wa	99,637	99,636	100%	(1)	(0%)	0	0	25,491	
Total Expenditures	299,551	455,000	66%	155,449	34%	235,768	218,974	247,147	

Net Change	113,228	0	113,228	0%	117,947	201,166	244,750	
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Percentage of Year Completed: 75%

**Town of Onancock
Budget Summary by Department
Through March 31, 2023**

<u>SEWER</u>	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
Revenue									
Sewer Charges	634,599	847,440	75%	(212,841)	(25%)	915,409	1,014,068	1,071,885	
Total Revenue	636,316	847,440	75%	(211,124)	(25%)	920,469	1,025,382	1,121,513	
Expenditures									
Coll.Repair/Maintena	200,162	388,725	51%	188,563	49%	65,432	75,412	136,140	
Electric Services	2,919	0	No Budget	(2,919)	0%	73,534	71,544	45,809	
Telephone	(1,062)	0	No Budget	1,062	0%	9,027	9,541	11,974	
Reserve For Capital	100,000	100,000	100%	0	0%	0	0	0	
Hrsd Transition Cost	2,436	75,000	3%	72,564	97%	30,500	17,021	23,577	
Transfer To Reserve	283,715	283,715	100%	0	0%	0	0	0	
Total Expenditures	591,109	847,440	70%	254,454	30%	633,749	556,205	406,064	
Net Change	45,207	0		43,331	0%	286,720	469,177	715,449	

Percentage of Year Completed: 75%

**Town of Onancock
Budget Summary by Department
Through March 31, 2023**

	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
Revenue									
Boat Dockage Fees-Mo	0	250	0%	(250)	(100%)	125	125	1,311	
Boat Dockage Fees-Tr	40,546	62,500	65%	(21,954)	(35%)	34,848	75,106	60,562	
Parking Fee	182	350	52%	(168)	(48%)	1,562	995	512	
Parking Fee - Annual	0	0	No Budget	0	0%	1,410	420	336	
Wharf Gasoline Sales	86,096	125,000	69%	(38,904)	(31%)	103,478	108,700	128,103	
Wharf-Other	3,262	6,500	50%	(3,238)	(50%)	2,113	2,513	7,628	
Wharf Electric	5,230	10,000	52%	(4,770)	(48%)	3,748	10,604	8,537	
Total Revenue	135,317	204,600	66%	(69,283)	(34%)	147,284	198,463	206,989	
Expenditures									
Wharf Salaries	39,386	64,582	61%	25,196	39%	49,242	60,661	55,949	
Over-Time Compensati	388	0	No Budget	(388)	0%	494	68	629	
Fica	3,043	4,941	62%	1,898	38%	3,804	4,489	4,296	
Retirement	3,148	4,091	77%	943	23%	5,562	5,492	6,348	
Life Insurance	268	160	167%	(108)	(67%)	459	459	244	
Suta	69	75	91%	7	9%	242	260	193	
Disability Insurance	86	251	34%	165	66%	0	0	190	
Square Cc Fees	3,683	5,000	74%	1,317	26%	1,776	4,365	5,423	
Vehicle Repair	89	500	18%	411	82%	0	0	259	
Electric Services	3,632	5,500	66%	1,868	34%	4,245	4,993	4,415	
Telephone	344	628	55%	284	45%	460	629	624	
Property Insurance	222	265	84%	44	16%	0	0	319	
Auto Insurance	199	549	36%	351	64%	0	0	412	
Worker'S Comp Insura	611	2,670	23%	2,060	77%	0	0	2,670	
Office Supplies	162	300	54%	138	46%	0	0	289	
Wharf Janitorial Sup	0	1,200	0%	1,200	100%	689	661	351	
Repair & Maintenance	2,136	8,000	27%	5,864	73%	2,702	6,451	7,797	

**Town of Onancock
Budget Summary by Department
Through March 31, 2023**

WHARE	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
Cost Of Gas/Diesel S	75,968	98,000	78%	22,032	22%	78,967	74,263	104,528	
Misc.	0	1,000	0%	1,000	100%	10,783	8,365	269	
Advertising & Dues	7,393	6,000	123%	(1,393)	(23%)	22,007	5,582	8,548	
Rent	8,200	5,500	149%	(2,700)	(49%)	0	1,100	7,150	
Capital Improvements	0	16,666	0%	16,666	100%	0	10,180	0	
Total Expenditures	149,025	225,878	66%	76,853	34%	181,432	188,018	210,966	

Net Change	(13,708)	(21,278)	64%	7,570	36%	(34,148)	10,445	(3,977)	
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Fuel Margin 10,128 27,000 38% (16,872) (62%) 24,511 34,437 23,575

Percentage of Year Completed: 75%

**Town of Onancock
Budget Summary by Department
Through March 31, 2023**

	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
Revenue									
Traffic Fines	10,364	8,000	130%	2,364	30%	9,168	8,290	6,904	
Esumons	800	0	No Budget	800	0%	0	0	110	
Police Grant - 599	21,780	41,000	53%	(19,220)	(47%)	39,536	46,850	29,678	
Police Grant - Doj	27,049	25,000	108%	2,049	8%	0	0	1,005	
Police Grant - Hwy S	7,540	6,000	126%	1,540	26%	0	0	4,300	
Total Revenue	67,533	80,000	84%	(12,467)	(16%)	53,951	55,140	41,997	
Expenditures									
Salaries	173,516	271,673	64%	98,157	36%	234,547	205,575	232,032	
Over-Time Compensati	33,420	39,000	86%	5,580	14%	5,519	5,294	16,697	
Fica	15,223	20,783	73%	5,560	27%	18,365	17,103	17,907	
Retirement-Vrs	23,640	37,572	63%	13,932	37%	35,239	32,239	35,158	
Hospitalization	16,827	37,392	45%	20,565	55%	25,668	24,624	17,735	
Life Insurance	2,025	1,467	138%	(558)	(38%)	2,908	2,803	2,027	
Suta	57	376	15%	319	85%	562	366	239	
Short Term Disabilit	0	1,239	0%	1,239	100%	0	0	0	
Court Costs	0	500	0%	500	100%	0	0	178	
Training	2,169	6,000	36%	3,831	64%	663	4,384	2,690	
New Officer Training	(35)	0	No Budget	35	0%	0	0	8,327	
Vehicle Repair	3,287	6,900	48%	3,613	52%	4,871	2,650	2,791	
Computer Maintenance	1,127	4,500	25%	3,373	75%	3,270	2,691	4,652	
Telephone Services	2,517	6,300	40%	3,783	60%	2,507	3,394	3,165	
Line Of Duty Act	1,462	3,655	40%	2,193	60%	3,655	2,742	3,655	
Vehicle Insurance	1,484	2,902	51%	1,419	49%	305	0	2,801	
Workers Comp	4,214	8,823	48%	4,610	52%	0	0	8,823	
Travel	164	500	33%	336	67%	0	35	35	
Office Supplies	1,748	4,000	44%	2,252	56%	5,811	3,741	2,324	

**Town of Onancock
Budget Summary by Department
Through March 31, 2023**

<u>POLICE</u>	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
Vehicle Fuel	9,033	11,000	82%	1,967	18%	8,343	7,018	12,527	
Uniforms	1,879	3,000	63%	1,121	37%	2,377	2,046	1,382	
Animal Population Co	0	1,500	0%	1,500	100%	0	587	954	
Police Supplies	3,665	10,000	37%	6,335	63%	5,992	8,317	10,443	
Police Vehicles	9,831	62,108	16%	52,277	84%	36,099	0	6,554	
Total Expenditures	307,441	541,190	57%	233,749	43%	396,701	325,746	394,355	

Net Change	(239,908)	(461,190)	52%	221,282	48%	(342,750)	(270,606)	(352,358)	
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**Town of Onancock
Budget Summary by Department
Through March 31, 2023**

<u>BUILDINGS & STREETS</u>	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
Expenditures									
Wages and Benefits	58,598	58,398	100%	(200)	(0%)	43,057	47,712	69,042	
Vehicle Repair	1,581	2,000	79%	419	21%	1,215	619	615	
Electric Service	26,590	7,000	380%	(19,590)	(280%)	24,374	22,546	18,277	
Heating Oil	0	3,596	0%	3,596	100%	0	0	2,554	
Property Insurance	338	550	61%	213	39%	0	0	2,004	
Auto Insurance	200	412	49%	212	51%	0	0	412	
Worker'S Comp Insura	139	1,481	9%	1,342	91%	0	0	1,481	
Street Repair	5,980	34,000	18%	28,020	82%	0	180	27,087	
Janitorial Supplies	389	250	156%	(139)	(56%)	0	0	985	
Cleaning Services	2,864	3,600	80%	736	20%	0	0	3,914	
Repairs And Maintena	4,841	30,000	16%	25,159	84%	15,054	27,602	18,028	
Vehicle Fuel	1,850	2,000	93%	150	7%	0	517	3,686	
Small Equipment Repa	763	4,000	19%	3,237	81%	117	323	3,013	
Uniforms	182	3,000	6%	2,818	94%	200	555	2,614	
Can Liners	635	1,500	42%	866	58%	1,090	1,770	1,158	
Safety/Street Signs	525	1,000	53%	475	47%	357	528	1,140	
New Public Works Veh	0	9,774	0%	9,774	100%	0	0	0	
Blacksmith Shop	61	830	7%	770	93%	0	0	93	
Total Expenditures	105,535	163,391	65%	57,856	35%	112,407	133,009	156,818	

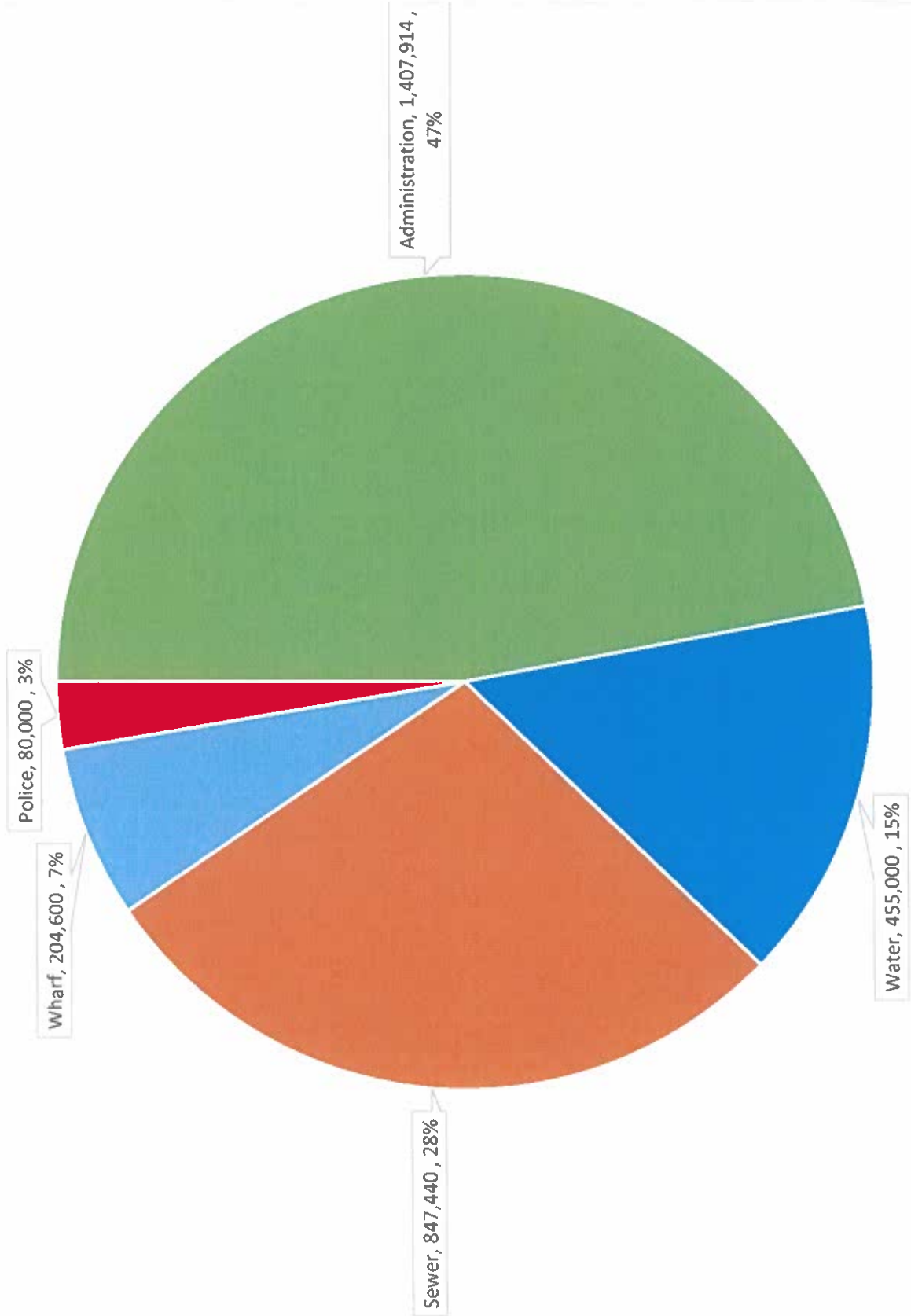
Percentage of Year Completed: 75%

**Town of Onancock
Budget Summary by Department
Through March 31, 2023**

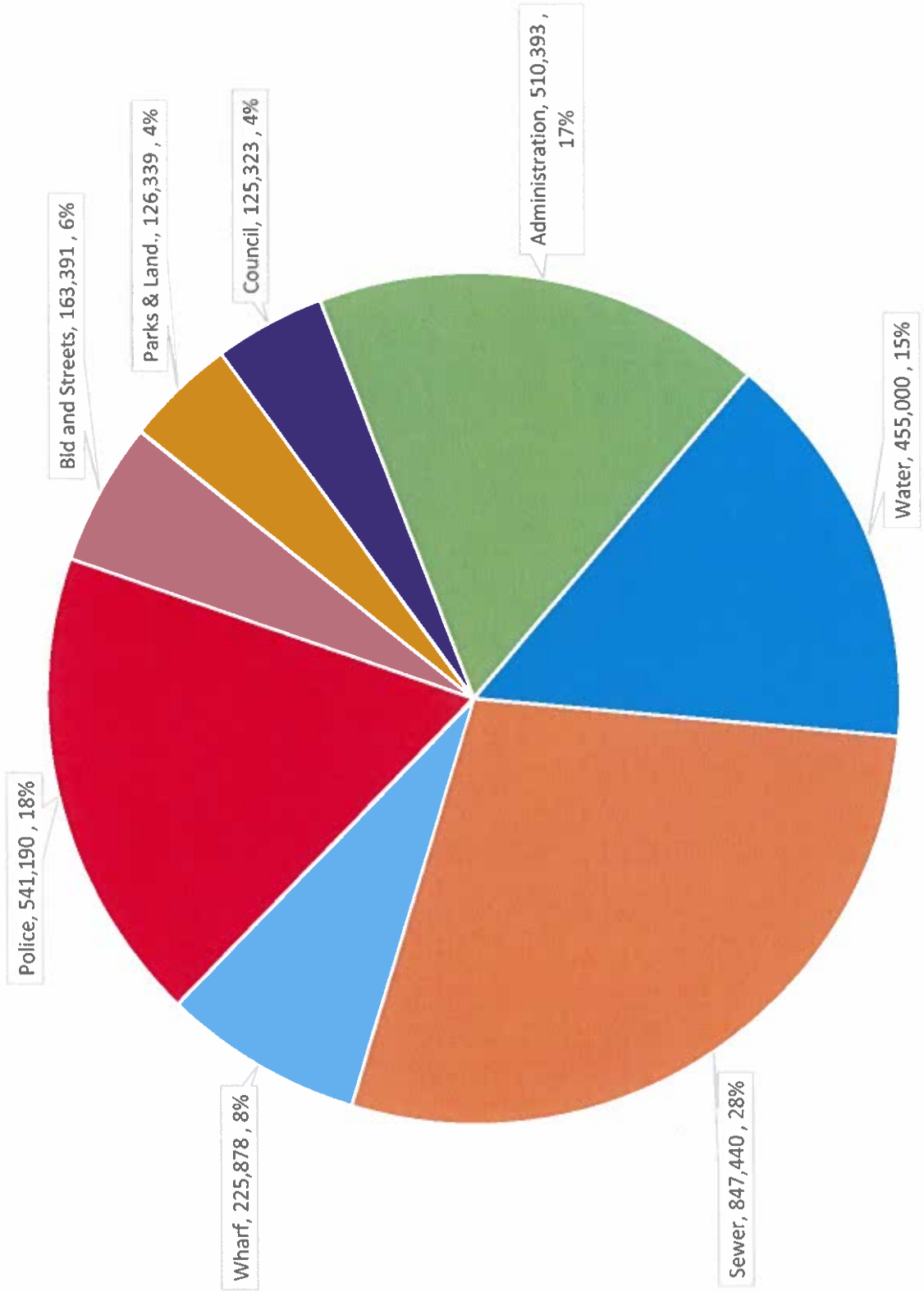
	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
<u>PARKS & LANDSCAPING</u>									
Expenditures									
Cutting Grass Contra	0	0	No Budget	0	0%	6,210	6,555	7,400	
Wages and Benefits	20,646	49,908	41%	29,262	59%	0	0	17,792	
Vehicle Repair	760	1,750	43%	990	57%	0	0	839	
Electric Services	6,608	27,500	24%	20,892	76%	1,560	1,053	11,841	
Property Insurance	119	299	40%	180	60%	0	0	0	
Auto Insurance	702	1,401	50%	699	50%	0	0	1,401	
Worker'S Comp Insura	348	1,481	23%	1,134	77%	0	0	1,481	
Repair & Maintenance	2,894	5,000	58%	2,106	42%	179	441	7,433	
Vehicle Fuel	2,600	3,000	87%	400	13%	0	0	2,562	
Small Tools & Equipm	49,528	2,500	1981%	(47,028)	(1881%)	33	926	5,296	
Parks-Plantings & La	663	7,500	9%	6,837	91%	831	2,499	6,606	
Tree Board And Beaut	292	4,000	7%	3,708	93%	0	460	830	
Holiday Decorations	10,654	10,000	107%	(654)	(7%)	6,590	2,633	2,120	
Mosquito Control	2,096	6,500	32%	4,405	68%	12,030	4,950	4,917	
Weed Control	0	5,500	0%	5,500	100%	4,150	4,150	4,150	
Total Expenditures	97,910	126,339	77%	28,429	23%	31,583	23,667	74,668	

Percentage of Year Completed: 75%

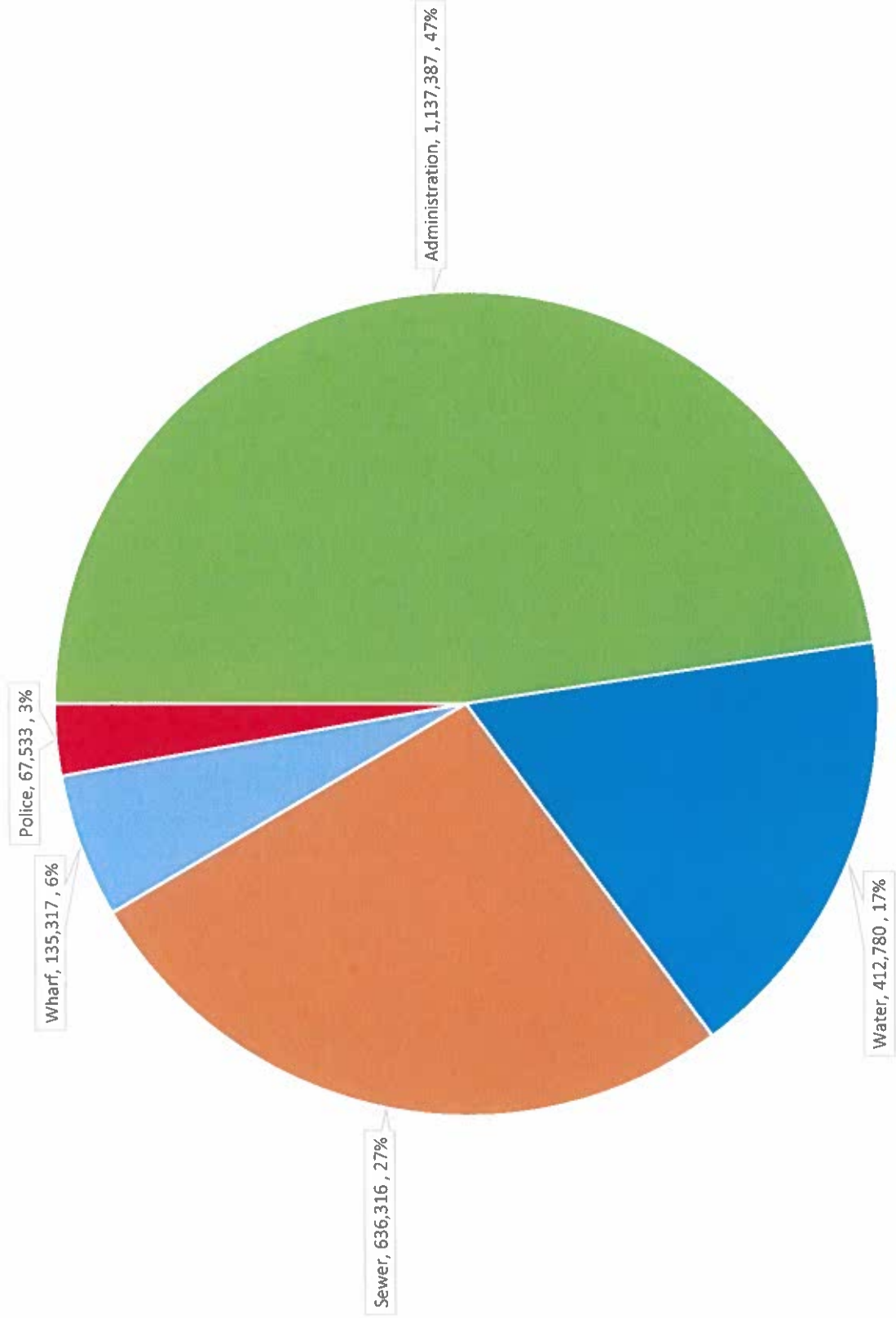
Revenue - Budget 2023



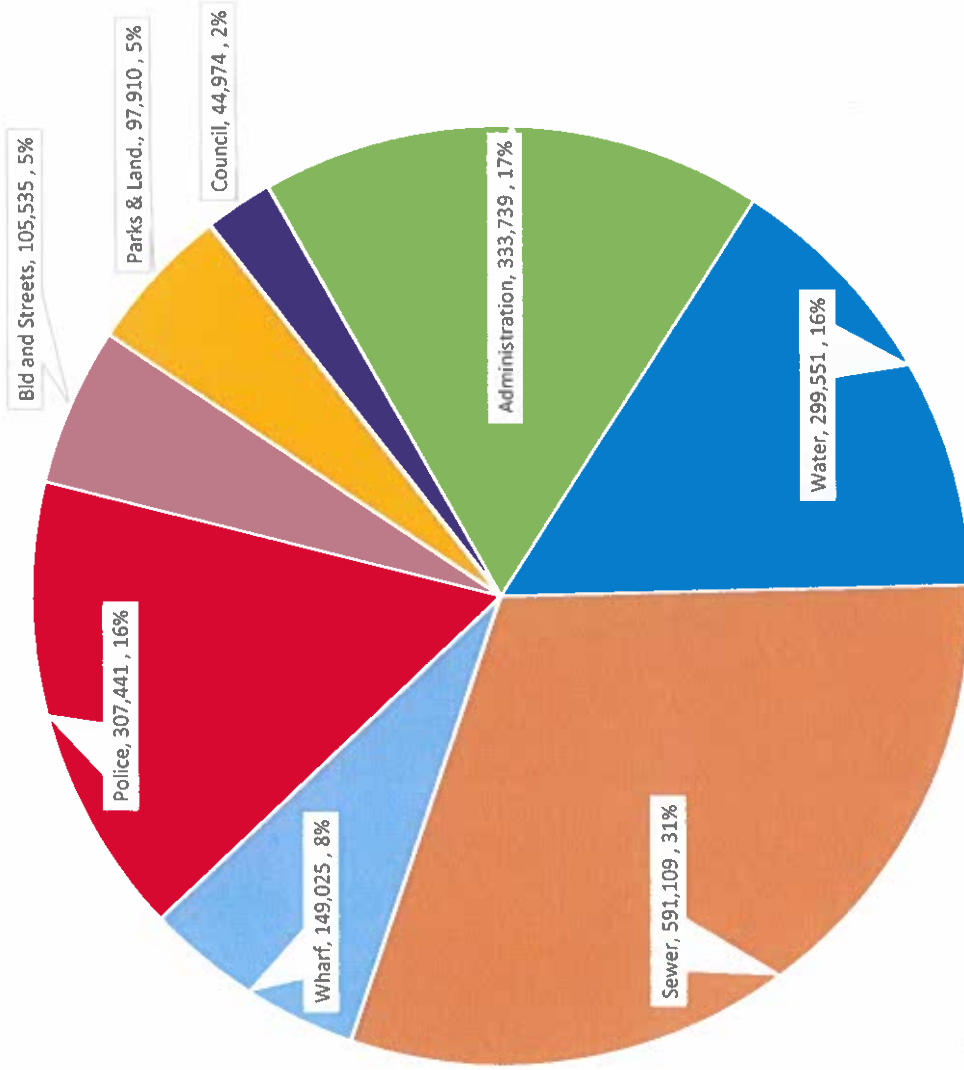
Expenditure - Budget 2023



Revenue - Actual 2023



Expenditures - Actual 2023



Town of Onancock
Cash and Reserve Report
Through March 31, 2023

	ACTUAL 3/31/23	ACTUAL 3/31/22	% Increase / (Decrease)
CASH AND RESERVES			
CASH			
Checking	662,282	360,313	84%
RESERVES			
Cash Reserve (savings account)	1,523,388	808,105	89%
Grant Match or Project Reserve	258,165	253,860	2%
Capital Asset Reserve	160,559	85,610	88%
General Fund Reserve	412,386	411,816	0%
ARPA Funds	849,002	628,216	35%
Utility Reserve	757,727	756,511	0%
Total Reserves	3,961,227	2,944,118	35%
Total Cash and Reserves	4,623,509	3,304,431	40%
Cash and Reserves - No ARPA	3,774,507	2,676,215	41%
Reserves Only - No ARPA	3,112,225	2,315,902	34%
REQUIRED RESERVES PER POLICY			
Grant Match or Project Reserve	250,000 Up to \$250,000	Policy	Current Reserve 258,165 Over/(Under Reserved) 8,165
Capital Asset Reserve	142,017 25% of 5-year CAPEX plan	Policy	Current Reserve 160,559 Over/(Under Reserved) 18,543
General Fund Reserve	507,754 30% of budgeted revenue	Policy	Current Reserve 412,386 Over/(Under Reserved) (95,368)
Utility Reserve	715,970 (\$1,837,935)+ \$15k for road repairs	Policy	Current Reserve 757,727 Over/(Under Reserved) 41,757
Total Required Reserves per Policy	\$ 1,615,740	\$ Over/(Under) Reserved	\$ 1,588,837

ARPA Project Cost Update
As of 2/28/23

	Not to Exceed Budget	Received to Date	Spent to Date	Remaining to Spend	Closed
SLFRF-1010	\$ 50,000	\$ (50,000.00)	\$ -	\$ -	
SLFRF-1020	\$ 15,000	\$ -	\$ 1,050	\$ 13,950.00	
SLFRF-1030	\$ 100,000	\$ 50,000.00	\$ 9,204	\$ 140,796.00	
SLFRF-1030	\$ 195,000	\$ 145,000.00	\$ 5,105	\$ 334,895.00	
SLFRF-1040	\$ 25,000	\$ 966.00	\$ 25,966	\$ -	Closed
SLFRF-1050	\$ 35,000	\$ 16,614.00	\$ 245	\$ 51,369.00	
SLFRF-1060	\$ 8,000	\$ -	\$ 8,000	\$ -	Closed
SLFRF-1070	\$ 165,000	\$ (16,435.00)	\$ 148,565	\$ -	Closed
SLFRF-1080	\$ 8,000	\$ (224.00)	\$ 7,776	\$ -	Closed
SLFRF-1090	\$ 145,000	\$ (145,000.00)	\$ -	\$ -	
SLFRF-1100	\$ 5,000	\$ (921.00)	\$ 4,079	\$ -	Closed
SLFRF-1110	\$ 20,000	\$ -	\$ -	\$ 20,000.00	
SLFRF-1120	\$ 90,000	\$ -	\$ -	\$ 90,000.00	
SLFRF-1130	\$ 40,000	\$ -	\$ -	\$ 40,000.00	
SLFRF-1140	\$ 3,500	\$ -	\$ -	\$ 3,500.00	
SLFRF-1150	\$ 7,500	\$ -	\$ -	\$ 7,500.00	
SLFRF-1160	\$ 15,000	\$ -	\$ -	\$ 15,000.00	
SLFRF-1170	\$ 10,000	\$ -	\$ -	\$ 10,000.00	
SLFRF-1180	\$ 90,000	\$ -	\$ 9,100	\$ 80,900.00	
SLFRF-1190	\$ 35,000	\$ -	\$ -	\$ 35,000.00	
SLFRF-1200	\$ 8,500	\$ -	\$ -	\$ 8,500.00	
SLFRF-1210	\$ 20,000	\$ -	\$ -	\$ 20,000.00	
SLFRF-1220	\$ 100,000	\$ -	\$ 100,000	\$ -	Closed
SLFRF-1230	\$ 65,932	\$ -	\$ -	\$ 65,932.00	
Summary	\$ 1,256,432.00	\$ -	\$ 319,090.00	\$ 937,342.00	\$ -

Other Material Grants

Bulkhead	\$ 360,000	\$ 86,725.00	\$ 290,054	\$ 69,946.00
Northeast Rehabilitation Grant	\$ 978,117	\$ -	\$ -	\$ 978,117.00
RF Revolving Loan Grant	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000.00
DCIS ARPA Grant	\$ 211,000	\$ -	\$ 92,418	\$ 118,582.00 (cam, gen, taz)